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ABSTRACT

This brochure contains information with regard to teacher recruitment procedures for employment in schools operating on United States military bases overseas. The elementary and secondary schools and community colleges provide education for children of military and civilian personnel assigned overseas and are similar to schools in the United States using the same courses and standard textbooks. The following topics are covered: (1) eligibility; (2) position categories and special requirements; (3) application procedures; (4) basic program information and entitlement; (5) housing, living, and working conditions; and (6) shipment of household goods and personal effects. Attachments include: (1) a supplemental application for employment with Department of Defense Dependents Schools; (2) an application for federal employment; (3) a form for verification of professional educator employment for salary rating purposes; (4) a questionnaire; and (5) a professional evaluation form. (JD)

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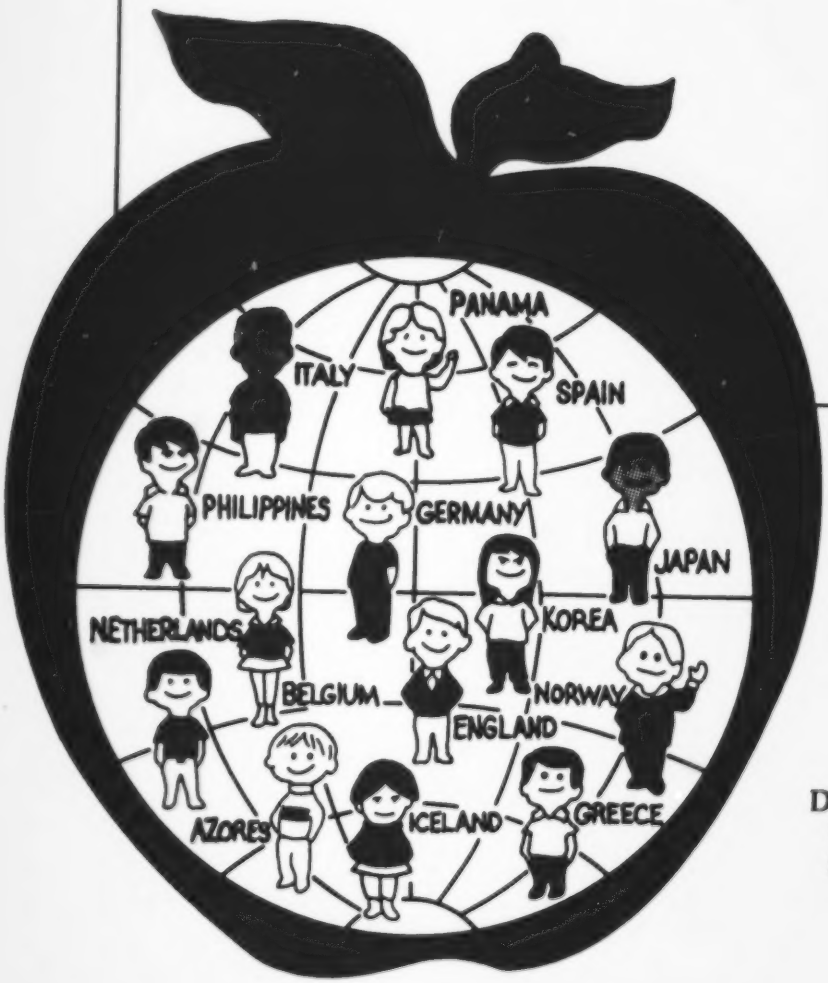
Overseas Employment Opportunities for Educators



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Department of Defense
Dependents Schools
School Year 1988-89

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SP 030 034

NOTE: Please read these instructions thoroughly. If you decide to apply, you must provide exact information.

If you wish a written acknowledgment of the receipt of your application, you must complete your name and address on the attached postcard (inside cover, last page) and submit the postcard with your application.

Failure to comply with all instructions could mean loss of consideration.

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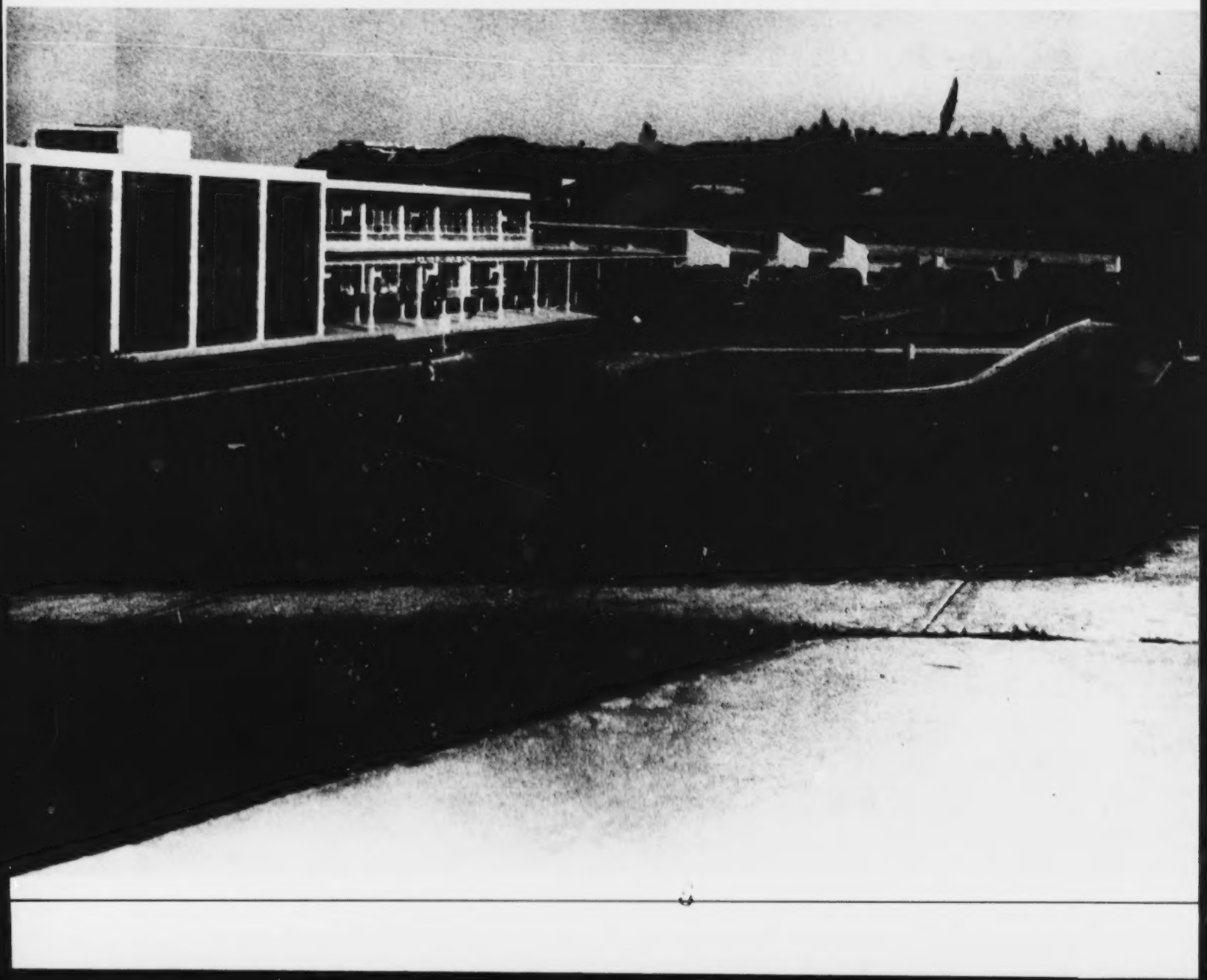
Department of Defense Dependents Schools
Recruitment and Assignments Section
Hoffman Building I
2461 Eisenhower Avenue
Alexandria, Virginia 22331-1100



ATTACHMENTS

1 Supplemental Application for Employment with Department of Defense Dependents Schools (DS Form 5010) 2 copies

2 Application for Federal Employment (SF 171) 1 copy

3 Verification of Professional Educator Employment for Salary Rating Purposes (DS Form 5013)

4 Questionaire (DS Form 5012)

5 Professional Evaluations (DS Form 5011) 3 copies

ANNOUNCEMENT FOR 1988-1989 SCHOOL YEAR
(Supercedes previous edition)

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FOREWORD

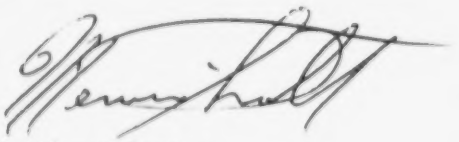
Elementary and secondary schools have been operating on U.S. military bases overseas since 1946 for the children of military and civilian personnel assigned overseas. The Department of Defense Dependents Schools (DoDDS) provides educational opportunities comparable to those offered in the better school systems in the United States. This segment of U.S. public education consists of approximately 270 elementary, middle, junior high, and high schools and a community college. The schools are located in 20 countries around the world, with an enrollment of approximately 151,000 students, and are staffed with approximately 13,000 employees. The overseas school system is one of the largest U.S school systems; it is exceeded in enrollment by only a few other school systems.

Courses of study parallel those of the public schools in the United States, and standard textbooks are used. Students vary in background and heritage as widely as the regions within the United States from which they came. Frequent changes in home and school result in some adjustment problems, but the students usually adapt rapidly to their new environments. The general atmosphere in the overseas dependents' schools is similar to that found in schools in the United States.

Some of the elementary schools are small, and the teachers must teach multiple grades. Many junior high schools have only four to eight staff members, and each educator may be required to teach in more than one field and should be willing to conduct at least one extracurricular activity. There are a number of high schools with enrollments of less than 500 as well as some much smaller elementary schools. The North Central Association of Colleges and Schools is the accrediting association of DoDDS and considers the standards contained in this brochure as the official educator qualification requirements for the overseas school system.

Please review this brochure carefully, as it contains valuable information with regard to recruitment procedures. The qualification standards contained in this brochure are the minimum standards used throughout DoDDS for appointments overseas (and in the United States) and represent minimum certification requirements. Please do not ask for waivers of the requirements or qualification standards. These standards were designed in an effort to provide the best quality educational system possible for U.S. military and civilian dependents living overseas.

Your consideration of our program is appreciated. If you have questions regarding the qualification requirements, you may contact my recruitment and assignments staff.



Mervin Scott
Personnel Director
Department of Defense
Dependents Schools

READ THE BROCHURE CAREFULLY AND FOLLOW THE INSTRUCTIONS PRECISELY. YOU WILL NOT BE CONSIDERED IF YOU DO NOT MEET THE MINIMUM REQUIREMENTS FOR THE POSITION(S) FOR WHICH YOU ARE APPLYING, OR IF YOU FAIL TO PROVIDE THE NECESSARY INFORMATION IN THE MANNER AND FORMAT REQUESTED.

NO WAIVER OF THESE REQUIREMENTS WILL BE MADE

SECTION I — ELIGIBILITY

A. GENERAL INFORMATION

1. To be accepted for initial consideration, applications must be postmarked by January 1, 1988. Applications postmarked after that date will recieve consideration if sufficient vacancies exist.
2. Administrative positions (principals, assistant principals, curriculum coordinators) are filled internally through our Educator Career Program. Applications for such positions are not accepted unless a specific vacancy has been advertised.
3. Applicants applying though the United States recruitment program must be residing in the United States, its territories, or possessions during the period the application is under consideration.
4. All information pertaining to allowances, differentials, and transportation agreements outlined in this brochure is applicable only to applicants recruited in the United States. Those educators appointed outside the United States normally do not receive all such benefits.

B. MINIMUM QUALIFICATION STANDARDS

1. *United States citizenship.*
2. *Physical ability to perform the duties efficiently and without hazard to self or others.* Because medical care in the overseas area is limited, applicants requiring certain types of medical intervention may not be accommodated. Applicants requiring the ongoing care of a physician for themselves or family members or those applicants requiring special accommodations due to a physical handicap should contact this office for additional information or guidance. Applicants must be emotionally stable, have socially acceptable personal habits, be loyal to the United States, and have the ability to work successfully with students, parents, faculty, and school administrators in a military community.
3. *Availability for Worldwide Placement.* **Applicants must be available for worldwide placement.** Applicants who are planning to go overseas (including military and civilian dependents) or who already reside overseas are not available for placement on a worldwide basis and, therefore, do not apply through this office. Applications may be filed with the civilian personnel office at the United States military installation nearest your residence upon arrival overseas. In order to properly staff our schools, it is necessary that the DoDDS recruiting program begin almost one school year in advance. Therefore, local applicants who do not have an application on file at the appropriate civilian personnel office by January 1, 1988, may not receive initial consideration.
4. *DoDDS Employees.* Individuals who are currently employed with the DoDDS are not eligible to apply through this program. To be considered, former DoDDS employees must have a break in employment of at least 1 full school year from the date of last employment with the DoDDS and the opening date of the school year in which they wish employment.
5. *Availability for Immediate Processing for Overseas Assignment in One of the Fifty States, Puerto Rico, or Guam.* Applicants must be available for processing as soon as an employment offer is made, and must comply with the instructions of an appropriate United States military installation. Processing includes a medical examination, securing an official passport, immunizations, travel orders, arrangements for air travel and shipment of household goods, and certain clearances. Failure to be available for immediate and continuous processing, because of extended travel or other plans, may cause the withdrawal of an employment offer. Applicants who decline an assignment offer after processing has begun must immediately

notify and provide an acceptable explanation to both the processing installation and this office if she/he wishes further consideration in subsequent years for an overseas teaching position.

6. *Professional Experience or Training.* Certain categories require experience as part of the minimum qualification standard, e.g., School Psychologist. In such cases, only applicants meeting the experience requirement will be considered. Refer to the category description for which applying for minimum experience requirements.
7. *Satisfactory Completion of Minimum Academic Requirements. Degree and Legal Standards*
   a. A baccalaureate degree from an institution accredited by a regional accrediting association. Graduates of nonaccredited institutions may have their undergraduate work validated by admittance to graduate school and completion of a minimum of five semester hours of credit in a regionally accredited graduate college.
   b. Where a master's degree or other graduate work is required, the work must have been taken in a regionally accredited institution.
   c. Foreign credits or degrees earned from a foreign university must be evaluated prior to acceptance. Three procedures are acceptable: (1) the work is evaluated by a graduate division of a regionally accredited university and is declared the equivalent of similar undergraduate or graduate work in a United States institution; (2) the work is translated and accepted by a regionally accredited university or endorsed by a state department of education for the purpose of teacher certification in a state; or (3) the work is evaluated by a recognized commercial enterprise and approved by DoDDS.
8. *General Academic Preparation.* At least 40 semester hours of work in general education distributed over such fields as English, history, social science, mathematics, fine arts, languages, science, philosophy and psychology are required. *Academic Preparation For Teaching Credentials.* At least 18 semester hours of course work in the field of professional teacher education are required. All applicants shall have student teaching or have served an internship as part of an approved teacher education program in an accredited institution, and shall have satisfactorily completed course work in such areas as learning process, measurement, philosophy, psychology, social foundations, methods of teaching and curriculum applicable to the type and level of the position for which applying. For example, for elementary teachers the 18 semester hours must be in elementary education and include course work in methods of teaching, reading, math, art, physical education, science, music, and other similarly related course work. In the absence of an approved student training or intership program, applicants may be given credit for 1 year of successful full-time employment as an educator. However, applicants must have at least 18 semester hours of course work in the field of professional teaching education. Since the 1 year of employment substitutes for a course, no credit may be given for pay purposes. (NOTE: Teachers of the Communication Impaired, School Nurses, School Psychologists, School Social Workers, Training Instructors, Occupational Therapists, and Physical Therapists are excluded from this requirement.) Refer to the category description for which applying for the minimum course work required in each subject area.
9. *Certification and Recertification.* DoDDS has established a Certification and Recertification Program for all educators employed in the system. Through this program DoDDS insures that all educators are highly qualified and knowledgeable in their area or areas of expertise. All educators are initially certified in the grade levels and subject areas for which they meet the DoDDS qualification requirements. As a condition of continuing employment, educators are required to meet all recertification requirements established by DoDDS.

C. INTERVIEW

Interviews are scheduled in accordance with projected staffing needs. Thus not all applicants will be interviewed. Those applicants who are not interviewed will continue to receive consideration for vacant positions and if needed, will be contacted at a later date to be interviewed. Applicants must choose the interview site from the list shown on the enclosed DS For 5010. All expenses incurred with the interview are the responsibility of the applicant.

D. EVALUATION AND SELECTION

DoDDS employs the best qualified professional staff to implement its program of learning.

Evaluation and selection of applicants are based upon review and analysis of the basic application, professional evaluations provided by former supervisors, academic records as reflected on college/university transcripts, and the results of the interview. At the time vacancies are received, special selection factors are applied to determine the best qualified and suitable applicants. As a minimum, however, applicants are evaluated on the following factors:

1. Academic training.
2. Information secured through employment references and other sources.
3. Recent experience as an educator (NOTE: Applicants with at least 1 full school year of professional experience between August 1983 and August 1988 generally will be selected over otherwise equally qualified applicants without such experience. (Experience considered is that which has been gained at the grade level(s) or in the subject(s) for which the applicants are being considered.)
4. Recent training related to the position(s) for which being considered (NOTE: Training includes in-service workshops and formal programs conducted by private and public organizations. Training should focus on new curriculum approaches, expanding knowledge in content areas, and current trends in education.)
5. Possession of those personal qualities and traits, such as stability and ability to adapt to unusual and sometimes stressful situations, which are essential for successful performance in an overseas assignment.
6. Ability to provide instruction which will accommodate individual needs and learning levels of students (NOTE: Evidence of this includes training or experience in various instructional strategies and methodologies.)
7. Possession of the skills to develop a positive working relationship with students, parents, colleagues, administrators, and community members.
8. Academic training to teach more than one subject or grade level (NOTE: This flexibility is critical to meet the needs of the everchanging population of students.)
9. Special achievements or awards related to the position(s) for which being considered.

SELECTIONS ARE MADE WITHOUT REGARD TO RACE, COLOR, AGE, SEX, MARITAL STATUS, RELIGION, NATIONAL ORIGIN, POLITICAL AFFILIATION, OR NONDISQUALIFYING HANDICAP.

SECTION II – POSITION CATEGORIES AND SPECIAL REQUIREMENTS

A. GENERAL

As a member of the professional school staff, teachers and specialists generally perform a wide variety of duties in the school setting. Duties may include providing in-service training to other staff members; accomplishing committee work related to school curriculum and administration; attending meetings and school functions; supervising the activities of students when they are arriving and departing school, at lunch, and when at recess. In addition, teachers and specialists perform the full range of preparational tasks necessary to provide a high quality educational program for students. Applicants must meet the previously mentioned minimum qualification standards in Section I, and, in many instances, be fully qualified to teach two or more categories. Please refer to each specific category description for which applying. Unless the full requirements are met as specified, the application will not be considered. Academic qualification in the same field but at a different level is NOT qualifying as a second category; e.g., 0310 Teacher, English/0210 Teacher, English; 0350 Teacher, Art/0150 Teacher, Art.

B. ELEMENTARY SCHOOL POSITIONS

Elementary teachers shall have satisfactorily completed at least 18 semester hours in elementary education to include course work in such areas as methods of teaching, reading, math, art, physical education, music, science and other similarly related course work. For elementary teachers the following additional requirements apply:

0090 PRE-KINDERGARTEN

15 semester hours of course work in early childhood education. (9 of the 15 semester hours of course work must bear either the title or specifically contain the content of early childhood, kindergarten, or pre-kindergarten). Two years of full-time experience teaching pre-kindergarten may be substituted for 3 semester hours of the required course work. Experience in developmental curriculum, diagnostic and developmental testing and parent training is desirable.

0095 KINDERGARTEN

9 semester hours of course work related to early

childhood education. (The courses must bear either the title or specifically contain the content of early childhood, kindergarten, pre-kindergarten). Two years of full-time experience teaching kindergarten may be substituted for 3 semester hours of the required course work.

0101-0103 ELEMENTARY TEACHER, GRADES 1,2,3

All applicants for categories 0101-0103 will be considered for grades 1, 2, and 3. Selected educators may be assigned to any of the three grades, combination grades, or non-graded classes.

0104-0106 ELEMENTARY TEACHER, GRADES 4,5,6

All applicants for categories 0104-0106 will be considered for grades 4, 5, and 6. Selected educators may be assigned to any of the three grades, combination grades, or non-graded classes.

0107-0108 ELEMENTARY TEACHER, GRADES 7 and 8

All applicants for categories 0107-0108 will be considered for grades 7 and 8. A selection factor is recent teaching experience in a non-departmentalized situation or self contained classroom at either grade level.

0150 ELEMENTARY TEACHER, ART

18 semester hours in Art.

0151 ELEMENTARY TEACHER, MUSIC

18 semester hours in music. Applicants may be required to teach both vocal and instrumental. Some basic experience teaching guitar, piano, or several band instruments is desirable.

0155 ELEMENTARY PHYSICAL EDUCATION

18 semester hours in Physical Education. Experience or training in adaptive physical education is desirable.

C. MIDDLE SCHOOL POSITIONS

(Usually Grades 5-8)

The DoDDS operates middle schools and combination middle and secondary schools. The middle school is committed to the education of the pre-early adolescent period.

Teachers with elementary school preparation may teach any subject for which the appropriate semester hour requirements as stated below are met;

or,

teachers with middle, junior and senior high school preparation may teach subjects and levels for which the appropriate semester hour requirements as stated below are met;

and,

middle school teachers must qualify in one other middle or secondary school category.

The selection factor is one year of recent experience at the middle school level, which may include departmentalized elementary education experience in grades 5-8. For middle school teachers the following additional requirements apply:

MIDDLE SCHOOL CATEGORIES

0210 TEACHER, ENGLISH

Provides classroom instruction in subject area of English. 18 semester hours in English including appropriate distribution of courses in literature and composition; 5 semester hours in speech and/or journalism may be counted toward meeting this requirement. You must qualify in one other category.

0211 TEACHER, SPEECH
Provides classroom instruction in subject area of Speech and Dramatic Arts. 18 semester hours of speech, or a minimum of 8 semester hours in speech plus sufficient additional work in English to total at least 18 semester hours. You must qualify in one other category.

0212 TEACHER, JOURNALISM
Provides classroom instruction in journalism. 18 semester hours in journalism or a minimum of 5 semester hours in journalism plus sufficient additional work in related fields such as communication, speech or English to total at least 18 semester hours. You must qualify in one other category.

0220 TEACHER, SOCIAL STUDIES
Provides classroom instruction in social studies subjects. 18 semester hours in the field of social studies, appropriately distributed in the subjects to which assigned. Coursework should include United States History, World History, Political Science, and Geography. You must qualify in one other category.

0230 TEACHER, SCIENCE
Provides classroom instruction in earth, life and physical science. 18 semester hours in field of science appropriately distributed in the subjects to which the teacher is assigned. For teachers of biology, chemistry and physics, a minimum of 9 semesters hours is required in the assigned subject. You must qualify in one other category.

0234 TEACHER, HEALTH
Provides classroom instruction in heatlh. 18 semester hours in the field of health including appropriate distribution of courses in biological and behavioral science, safety, drug education, ecology, public heath services, and mental health. You must qualify in one other category. An applicant qualified in two middle school categories may qualify for Teacher, Health with at least 8 semester hours of health related course work.

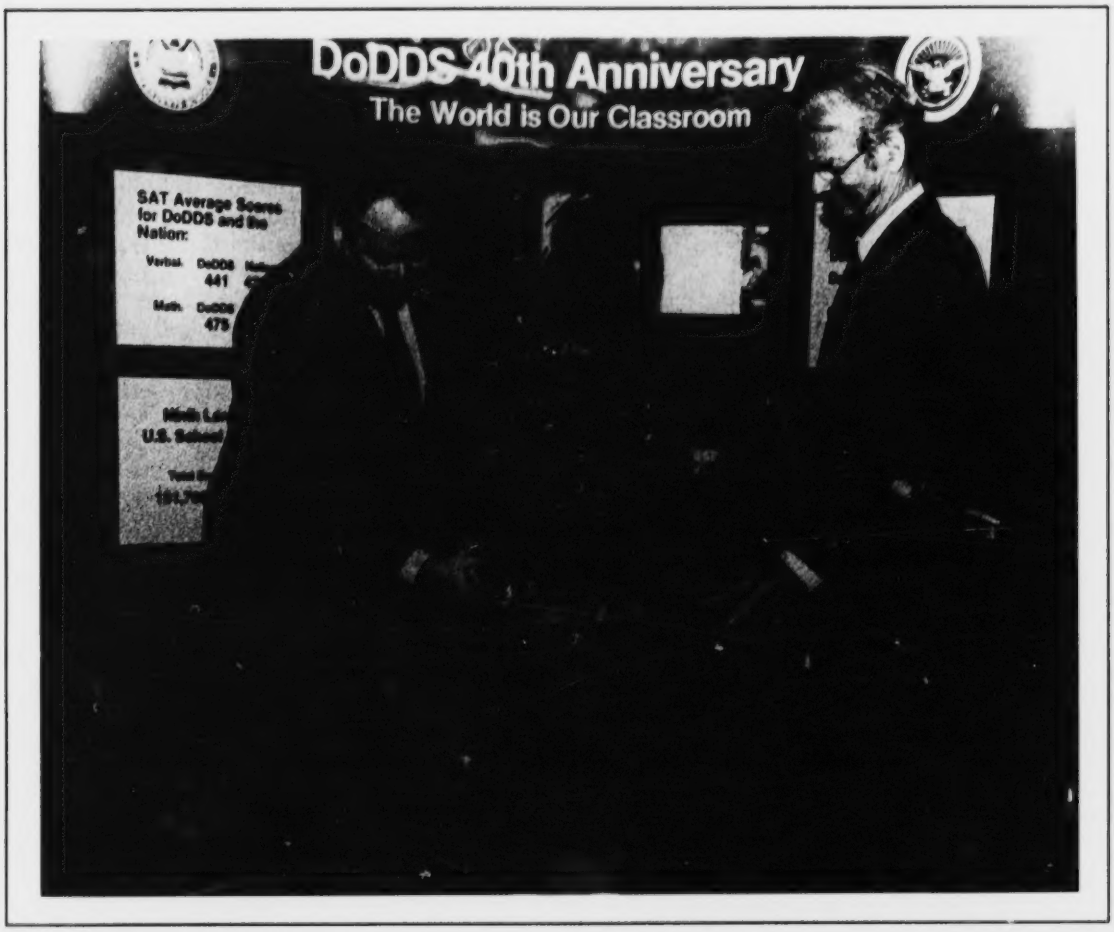
0240 TEACHER, MATHEMATICS
Provides classroom instruction in mathematics. 18 semester hours of credit in mathematics. Credit may be allowed for each unit of high school mathematics, not to exceed a total of 2 semester hours. 3 semester hours in computer science may be counted toward meeting the requirements. You must qualify in one other category.

D. SECONDARY SCHOOL POSITIONS, (Usually Grades 7-12)

The DoDDS operates a variety of school configurations. There are high schools, junior high schools and middle schools as well as secondary schools usually with grades 7-12. Secondary teachers may be required to teach at the middle school, junior high and senior high school levels. (NOTE: A second teaching category is not required for mathematics, science, music, and industrial arts positions). For secondary teachers the following additional requirements apply:

SECONDARY SCHOOL CATEGORIES

0310 TEACHER, ENGLISH
Provides classroom instruction in subject areas of English. 24 semester hours in English including appropriate distribution of courses in literature and composition. 5 semester hours in speech and/or journalism may be counted toward meeting this requirement. You must qualify in one other category.



0311 TEACHER, SPEECH
Provides classroom instruction in speech. A major of at least 24 semester hours or more in speech and dramatic arts, or a minimum of 8 semester hours in speech plus sufficient additional work in English to total at least 24 semester hours. You must qualify in one other category.

0312 TEACHER, JOURNALISM
Provides classroom instruction in journalism. 24 semester hours or more, or a minimum of 5 semester hours in journalism plus sufficient additional work in related fields such as Communications, speech or English to total at least 24 semester hours. You must qualify in one other category.

0320 TEACHER, SOCIAL STUDIES
Provides classroom instruction in social studies. 24 semester hours in the field of social studies, appropriately distributed in the subject to which the teacher is assigned. Coursework should include United States History, World History, Political Science and Geography. You must qualify in one other category.

0330 TEACHER, SCIENCE
Provides classroom instruction in Biology, Chemistry, Physics, Earth and General Science. 24 semester hours in the field of science appropriately distributed in the subjects to which the teacher is assigned. For teachers of biology, chemistry and physics, a minimum of 9 semester hours is required in the assigned subject.

0334 TEACHER, HEALTH
Provides classroom instruction in health. 20 semester hours in the field of health including appropriate distribution of courses in biological and behavioral science, safety, drug education, ecology, public health services, and mental health. You must qualify in one other category. An applicant qualified in two secondary categories may qualify for Teacher, Health with at least 8 semester hours of health related course work.

0340 TEACHER, MATHEMATICS
Provides classroom instruction in mathematics. 24 semester hours of credit in mathematics. Credit may be allowed for each unit of high school mathematics, but not to exceed a total

of 2 semester hours. 3 semester hours in computer science may be counted toward meeting the requirement.

0350 TEACHER, ART
Provides classroom instruction in art. 24 semester hours in art. You must qualify in one other category.

0351 TEACHER, MUSIC
Provides instruction in music and may be required to teach vocal and instrumental. 24 semester hours in music.

0355 TEACHER, PHYSICAL EDUCATION
Provides instruction in physical education. 24 semester hours in physical education. Experience or training in adaptive physical education is desirable. You must qualify in one other category.

0360 TEACHER, BUSINESS
Provides classroom instruction in typing, shorthand, computer business/word processing and other business subjects and conducts business laboratory. 24 semester hours in business with at least one college course in each high school subject to which assigned, to include one course in typing and shorthand. Training in current word processing/displaywriter, and microcomputer techniques is desired. May be assigned to teach at the middle or secondary school level. Most positions require model office/business laboratory experience and shorthand. Monitoring an individualized instructional program is desired. You must qualify in one other category.

0361 TEACHER, COMPUTER SCIENCE
Provides classroom instruction in computer science. 15 semester hours in computer science or 9 semester hours in computer science with sufficient additional coursework to qualify as a teacher of mathematics, science or business. Course work must include programming in such languages as BASIC, FORTRAN IV, ANS COBOL, PASCAL, LOGO, OR PROGRESS. You must qualify in one other category.

0362 TEACHER, INDUSTRIAL ARTS
Provides instruction in industrial arts. 24 semester hours in industrial arts including at least two courses in each subject to which assigned. Some industrial art positions require Industrial Arts Curriculum Project training (IACP).

0363 WORK EXPERIENCE COORDINATOR
Responsible for organizing and monitoring a cooperative work experience program and providing instruction on career opportunities. 18 semester hours in related fields such as business, industrial arts, guidance, vocational occupational subjects, career education, home economics and at least 3 semester hours in career counseling, career guidance and/or vocational occupational counseling. Experience as a coordinator for a work experience or similar program is desirable. You must qualify in one other category.

0364 TEACHER, DRIVER EDUCATION
Provides instruction in driving automobiles. A state certification for driver education is required. Driver education cannot be chosen as a teaching category. You must qualify in two other secondary school categories.

0365 TEACHER, HOME ECONOMICS
Provides classroom instruction in home economics. 24 semester hours in home economics. You must qualify in one other category.

0371 TEACHER, FRENCH
Provides classroom instruction in subject area of French. 20 semester hours in French. Credit may be allowed for each unit of high school French, but not to exceed a total of 2 semester hours. You must qualify in one other category.

0372 TEACHER, GERMAN
Provides classroom instruction in subject area of German. 20 semester hours in German. Credit may be allowed for each unit of high school German, but not to exceed a total of 2 semester hours. You must qualify in one other category.

0373 TEACHER, LATIN
Provides classroom instruction in subject area of Latin. 20 semester hours in Latin. Credit may be allowed for each unit of high school Latin, but not to exceed a total of 2 semester hours. You must qualify in one other category.

0374 TEACHER, SPANISH
Provides classroom instruction in subject area of Spanish. 20 semester hours in Spanish. Credit may be allowed for each unit of high school Spanish, but not to exceed a total of 2 semester hours. You must qualify in one other category.

TRAINING INSTRUCTOR (VOCATIONAL)
(Categories 0380-0393)
Provides vocational instruction in one of the

following vocational areas:

0380 Automotive Technology
0381 Electronics
0382 Cosmetology
0383 Graphics Arts
0384 Welding
0385 Dental Assistant
0386 Medical Assistant
0387 Small Engines
0388 Instrument Repair-Musical
0389 Computer Technology
0390 Fashion Design
0391 Power Technology (solar, thermal, hydro or nuclear
0392 Agriculture
0393 Industrial Repair

TRAINING INSTRUCTOR

There are two types of training instructors: Certified and Non-Certified. The following special instructions apply:

Certified training instructor applicants must meet the minimum requirements stated in Section I B.7 and 8. One year of teaching experience is required and may be in an adult education program, middle or secondary school, college, or industrial establishment in the particular occupational field(s) for which applying. Non-certified training instructor applicants who do not meet the minimum requirements stated in Section I B.7 and 8 must meet the requirements stated below:

(1) Have a high school diploma or equivalency certificate;

and,

(2) Complete an formal program at or above the high school level (or vocational high school level), trade school, or military/peace corps training program in the specialty. Evidence must be submitted to confirm competency in the field(s) for which the application is made; i.e., diploma, journeyman license;

and,

(3) 2-1/2 years of experience at the level which demonstrates instruction or supervision of employees in the specialty for which applying. Skill and knowledge in the field for which applying may be determined through an evaluation of the applicant's work experience. A journeyman is considered to be a worker who has learned a trade and is a skilled worker above the apprentice level. NOTE: Up to 1-1/2 years of the required 2-1/2 years of experience may be substituted by education at the rate of 1 year of study for 9 months of experience in the subject specialty for which applying.

JUNIOR RESERVE OFFICERS TRAINING CORPS (JROTC) INSTRUCTOR (ARMY/AIR FORCE)

0395 JROTC Instructor (OFFICER, AIR FORCE)
0396 JROTC Instructor (NCO, AIR FORCE)
0397 JROTC Instructor (OFFICER, ARMY)
0398 JROTC Instructor (NCO, ARMY)

Conducts classes in leadership development (ARMY), aerospace technology (AIR FORCE). Plans and participates in activities such as drill team competition, colorguard ceremonies and parent-teacher association meetings. Plans and

conducts education trips to local military installations and other points of interest closely related to topics studied in class. All candidates must be retired military who are certified as instructors in the JROTC. Retired officers must possess a Baccalaureate degree. JROTC instructors receive salaries and allowances different than those described in this brochure.

E. PUPIL PERSONNEL SERVICES POSITIONS

Some of these positions may require the educator to provide services to more than one school or school complex. NOTE: A second category is not required for School Psychologist, School Social Worker, and Educational Prescriptionist. The following additional requirements apply:

0402 DORMITORY COUNSELOR (RESIDENT HALL ADVISOR)

Duties include the supervision of the resident hall and ensuring that conditions are conducive to developing sound study habits, that skill in leisure time pursuits are stimulated, and that a home-like atmosphere is maintained. 18 semester hours of preparation in guidance and counseling, psychology, recreation, or related fields. Drug education orientation is desired. A selection factor is one year of experience working with children which demonstrates the ability to relate on a one-to-one basis with students, and to plan activities. You must qualify in one other category.

0403 SCHOOL PSYCHOLOGIST

Provides educational, diagnostic, and evaluation support service to assist in analyzing strengths and weaknesses of students to determine appropriate educational programs. Participates on multidisciplinary case study committee as a specialist in evaluation. Master's degree in school psychology to include 24 semester hours of graduate preparation in courses such as individual measurement, educational diagnosis and assessment, and supervised practicum in school psychology. State certification in school psychology may be considered in lieu of the Master's degree if a supervised practicum was included in the certificate program. Two years of professional school related work experience in the last five years are *required*. NOTE: The 18 semester hours of course work in the field of professional teacher education as described under Minimum Academic Requirements are not required.

0404 SCHOOL SOCIAL WORKER

Works with problems in student living situation (home, school, and community) that affect the student's adjustment in school. Utilizes home visits, community agency contracts, and case study committees to provide support service. Master's degree in social work which includes 24 semester hours of graduate preparation in courses such as human behavior, social case work, child welfare, community resources, and supervised fieldwork. Two years of professional social work experience in the last five years are *required*, which has included service to clients in ages 5 through 18. NOTE: The 18 semester hours of course work in the field of professional teacher education as described under Minimum Academic Requirements are not required.

0446 EDUCATIONAL PRESCRIPTIONIST, ELEMENTARY

0447 EDUCATIONAL PRESCRIPTIONIST, MIDDLE SCHOOL

0448 EDUCATIONAL PRESCRIPTIONIST, SECONDARY

Provides diagnostic, prescriptive service for students referred through a case study committee. Recommends remediation techniques and material to be used in regular classroom or resource room for students identified as having learning problems. Master's degree in special education which includes 24 semester hours in courses such as prescriptive teaching, psycho-educational diagnostic technique, parent-teacher communications, behavior modification, assessment techniques, dévelopmental task analysis or course work in other related fields. A selection factor is one year of teaching in a special class for the learning or behavioral disordered.

0490 GUIDANCE COUNSELOR, ELEMENTARY

Provides guidance support services in the areas of personal, occupational, and academic development. Master's degree in educational guidance and counseling. (Degrees bearing other titles are acceptable provided the major is educational guidance and counseling). One year of experience in school counseling at the elementary grade level and teaching drug education orientation are desired. You must qualify in one other category.

0491 GUIDANCE COUNSELOR, MIDDLE SCHOOL

Provides guidance support service in the areas of personal, occupational, and academic development. Master's degree in educational guidance and counseling. (Degrees bearing other titles are acceptable provided the major is

educational guidance and counseling). One year experience counseling at the middle school grade level and teaching drug education orientation are desired. You must qualify in one other category.

0492 GUIDANCE COUNSELOR, SECONDARY

Provides guidance support services in the areas of personal, occupational, and academic development. Master's degree in educational guidance and counseling. (Degrees bearing other titles are acceptable provided the major is educational guidance and counseling). One year of experience counseling at the secondary level and teaching drug orientation are desired. You must qualify in one other category.

F. EDUCATION SUPPORT POSITIONS

Many of these positions require the educator to provide services to more than one school or school complex and involve travel to the various locations. Special Education positions may require teaching handicapped children at any age level and children with a variety of handicapping conditions ranging from mild to severe. NOTE: A second teaching category is not required for School Computer Coordinator, Compensatory Education (Elementary) Specialist, Teacher Communications Impaired, and School Nurse Positions. The following additional requirements apply:

0411 READING IMPROVEMENT SPECIALIST, ELEMENTARY

0412 READING IMPROVEMENT SPECIALIST, MIDDLE SCHOOL

Coordinates a comprehensive reading program for school(s), assists teachers in establishing classroom programs, selects appropriate materials based on assessment of individual or group needs, coordinates and instructs remedial and tutorial program. 15 semester hours in reading, to include coursework in diagnosis and prescription methods of reading instruction and in teaching exceptional children. The selection factor of one year of recent experience includes experience as a special teacher or as a remedial and/or developmental reading teacher. Experience is desired in coordinating a basic reading program. You must qualify in one other category.

0413 READING IMPROVEMENT SPECIALIST, SECONDARY

Coordinates a comprehensive reading program for school(s), assists content teachers in identification of students with special needs, assist in selection of appropriate materials, manages and instructs tutorial program(s), and resources content teachers. 18 semester hours in reading including course work in content area reading instruction, exceptional children, and diagnosis and prescription, plus additional course work in reading or English to total 24 semester hours. The selection factor includes one year of experience as a special teacher of reading, as a teacher of remedial reading, and/or as a teacher of developmental reading. You must qualify in one other category.

0419 TEACHER, PHYSICALLY IMPAIRED (Grades K-12)

Provides physical and mental growth training and experience by building upon strengths and existing skill areas of the child while assisting in the remediation and rehabilitation. 24 semester hours in special education including methods and such courses as nature of crippling, special health problems, methods and materials of teaching physically handicapped, and education measurements. You must qualify in one other category.

0420 TEACHER, LEARNING IMPAIRED, MILDLY TO MODERATELY HANDICAPPED, ELEMENTARY

0421 TEACHER, LEARNING IMPAIRED, MILDLY TO MODERATELY HANDICAPPED, MIDDLE SCHOOL

0422 TEACHER, LEARNING IMPAIRED, MILDLY TO MODERATELY HANDICAPPED, SECONDARY

Provides special education instruction and services to students with mild to moderate handicapping conditions. Provides consultation and inservice to the regular classroom teacher, diagnostic-prescriptive type instruction, remediation activities, and educational intervention strategies for learning impaired students. Ability to administer and interpret diagnostic assessments with this population is desirable. 24 semester hours in special education including diagnostic-prescriptive type instruction, curriculum based assessment and instruction, remediation activities, educable mentally handicapped, and behavior disorders. You must qualify in one other category.

0423 TEACHER, LEARNING IMPAIRED, MODERATELY TO SEVERELY HANDICAPPED, ELEMENTARY

0424 TEACHER, LEARNING IMPAIRED, MODERATELY TO SEVERELY HANDICAPPED, MIDDLE SCHOOL

0425 TEACHER, LEARNING IMPAIRED, MODERATELY TO SEVERELY HANDICAPPED, SECONDARY

Provides instruction and develops appropriate educational strategies for adapting methodology and curriculum to the individual instructional needs. 24 semester hours in special education including remedial methods and psychology of the retarded child and such courses as educational measurements, nature and needs of mentally retarded and multiple handicapped, speech and language development, arts and crafts for atypical children, and adapted physical education. You must qualify in one other category.

0426 TEACHER, EMOTIONALLY IMPAIRED, ELEMENTARY

0427 TEACHER, EMOTIONALLY IMPAIRED, MIDDLE SCHOOL

0428 TEACHER, EMOTIONALLY IMPAIRED, SECONDARY

Provides special education instruction and services to students who are severely emotionally disturbed. Provides educational diagnosis and evaluation criteria in behavioral and academic assessment of emotionally disturbed students. Also provides consultation and in service to the regular classroom teacher. 24 semester hours in special education with specific emphasis on serving emotionally disturbed students; including methods and techniques for the emotionally disturbed, precision teaching, including behavior modification, and educational programming and assessment for the emotionally disturbed. You must qualify in one other category.

0429 TEACHER, PRESCHOOL HANDICAPPED

Teaches preschool youngsters with identified handicaps or significant developmental delays in a self-contained or homebound program. Works with preschool aged children from all disability categories whose handicaps range from mild to severe. 24 semester hours in special education with emphasis on preschool education; including courses such as: early childhood development, nature and needs of preschool handicapped, counseling parents of exceptional children, behavior management techniques, language development methods. You must qualify in one other category.

0433 TEACHER, GIFTED AND TALENTED, ELEMENTARY

0434 TEACHER, GIFTED AND TALENTED, MIDDLE SCHOOL

0435 TEACHER, GIFTED AND TALENTED, SECONDARY

Provides enrichment programs to meet the individual needs of gifted and talented student to include teaching effective independent study techniques and self directed learning processes, and applying complex cognitive processes such as creative thinking and analysis. 12 semester hours in gifted and talented education courses such as nature and needs of gifted and talented, guidance and counseling of exceptional students and supervised practicum of fieldwork in gifted and talented. You must qualify in one other category.

0436 TEACHER, ENGLISH AS A SECOND LANGUAGE, ELEMENTARY

0437 TEACHER, ENGLISH AS A SECOND LANGUAGE, MIDDLE SCHOOL

0438 TEACHER, ENGLISH AS A SECOND LANGUAGE, SECONDARY

Teaches English as a second language or as a foreign language to students who possess limited skills in the English language. 15 semester hours in such courses as applied linguistics, socio-linguistics, comparative cultures, language development, and social psychology of the bi-lingual child. Such preparation must include at least 6 semester hours in the theory and methodology of teaching English as a Second Language. You must qualify in one other category.

0460 COMPENSATORY EDUCATION SPECIALIST, ELEMENTARY

Provides instructional services to students achieving significantly below the age and grade levels of their peers. 18 semester hours in elementary education including course work in teaching basic skills (reading, language arts, and mathematics). The selection factor includes experience in providing remediation service to low achievers, compensatory education Chapter I teaching, resource room teaching and in applying alternative instructional strategies such as team-teaching and multi-age grouping.

0461 COMPENSATORY EDUCATION SPECIALIST, MIDDLE SCHOOL

0462 COMPENSATORY EDUCATION SPECIALIST, SECONDARY

Provides instructional services to students achieving significantly below the age and grade levels of their peers. Must have at least 18

semester hours of professional education course work appropriately distributed in elementary and secondary education, and 9 semester hours in mathematics and 9 semester hours in language arts. Course work or 1 year of experience providing remediation service to low achievers, in teaching compensatory education Chapter I programs, or in teaching in a resource room environment is desirable. You must qualify in one other category.

0470 TEACHER, HEARING IMPAIRED (Grades K-12)

Teaches communication to deaf/hearing impaired children in the area of speech, signing, lip reading, auditory, and other perceptual skills. 24 semester hours in special education including remedial methods and such courses as anatomy of the ear, speech mechanism, methods of auditory training, psychology of the handicapped child, child development, and educational measurements. You must qualify in one other category.

0471 TEACHER, VISUALLY IMPAIRED

This teacher provides the special instruction and support services in the area of orientation and mobility, concept formation, and communication skills to permit the visually impaired student to compete successfully in the regular classroom with sighted children. 24 semester hours in special education including remedial methods and such courses as nature and needs of the blind, Braille, anatomy, physiology, and hygiene of the eye. You must qualify in one other category.

0472 TEACHER, COMMUNICATIONS IMPAIRED (Grades K-12) (FORMERLY TITLED SPEECH THERAPIST)

Provides comprehensive differential diagnosis, assessment, and educationl planning, as well as intensive therapy and intervention strategies in language areas. Works with children from all disability categories whose handicaps range from mild to severe. 24 semester hours in speech and language development including training in basic audiology and speech disorders. NOTE: The 18 semester hours of course work in the field of

professional teacher education as described under Minimum Academic Requirements are not required.

0478 SCHOOL NURSE

Provides coordination with school staff, parents, medical agencies in planning, implementing, and evaluating school health education and health services programs. Current RN or school nurse registration is required. A selection factor is one year of experience as a school nurse, public health nurse, or registered nurse. NOTE: The 18 semester hours of course work in the field of professional teacher education and a Baccalaureate degree as described under the Minimum Academic Requirements are not required.

0480 LIBRARIAN (MEDIA SPEC) ELEMENTARY

0481 LIBRARIAN (MEDIA SPEC) MIDDLE SCHOOL

0482 LIBRARIAN (MEDIA SPEC) SECONDARY

Responsible for the establishment and the management of the school library and instructional media program. 12 semester hours in library science and 12 semester hours in audiovisual education. You must qualify in one other category.

0485 SCHOOL COMPUTER COORDINATOR

Coordinates computer support services for a school or group of schools in a computer services network. Must have at least 15 semester hours in computer science to include courses in BASIC, and either FORTRAN IV, ANS COBOL, LOGO, PROGRESS, or PASCAL programming. Educators qualified in another secondary field may substitute prior work experience in educational data processing at the rate of 3 semester hours for each year of full-time work experience, not to exceed a total of 6 semester hours.

0486 COMPLEX CAREER EDUCATION COORDINATOR

Incumbent will be required to work with teachers and students in one or more K-12 schools, coordinating base-wide career education activities, conducting workshops and career education information seminars. 18 semester hours in the field of career and vocational education with at least one course in career counseling, career guidance, or vocational guidance or must have at least 12 semester hours in career education and qualify in one of the following categories: industrial arts, business, home economics, or work experience coordinator. You must qualify in one other category.

SECTION III — APPLICATION PROCEDURES

Please review the application procedures carefully. Do not submit an application for consideration if the position is not listed. Applications which are not properly completed will be returned. ALL APPLICATION MATERIALS MUST BE SUBMITTED TOGETHER AND POSTMARKED BY JANUARY 1, 1988. FAILURE TO DO SO, MAY RESULT IN LOSS OF CONSIDERATION. Please retain a copy of all application materials submitted to include official college transcripts.

A. WHAT TO FILE

1. SUPPLEMENTAL APPLICATION FOR EMPLOYMENT WITH DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS. DS Form 5010, is to be completed in *duplicate*. The completed form will determine eligibility for this program. Failure to provide the information as required may result in disqualification or non-selection. (Forms attached).
2. APPLICATION FOR FEDERAL EMPLOYMENT, Standard Form 171 must be completed, signed and dated (Form attached).
3. OFFICIAL TRANSCRIPTS having a seal and signature of the registrar from each college or university attended are required. They should be sent directly to you in a sealed envelope and included with your application materials. Should the school not issue official transcripts directly to you, please so indicate when submitting the application. In such cases, the transcripts may be mailed directly to this office by the school. Official transcripts will be used to verify academic course work and highest degree attained for pay setting. Unofficial transcripts are not acceptable.
4. VERIFICATION OF PROFESSIONAL EDUCATOR EMPLOYMENT FOR SALARY RATING PURPOSES, DS Form 5013. Applicants must send a copy of DS Form 5013 to each place of professional employment. All forms must be completed and submitted with the application to receive credit of experience for salary setting purposes. The form may be reproduced. Former DoDDS employees requesting verification of employment should write to:

   GSA National Personnel Records Center, 111 Winnebago Street, St. Louis, Mo. 63118. Requests should include full name used during period of employment, social security number, date of birth, agency and place of employment, and date of termination from Federal employment.
5. QUESTIONNAIRE, DS Form 5012. This questionnaire helps ensure that DoDDS' personnel practices meet the requirements of Federal law. Responses are voluntary.
6. PROFESSIONAL EVALUATIONS, DS Form 5011
   a. Three professional evaluations are provided. One evaluation must be completed by your current supervisor. If you are not currently employed in your profession, you must have your last supervisor complete an evaluation.
   b. Two evaluations must be completed by other supervisors who were in a capacity to evaluate your performance in your profession. Evaluations completed by friends and peers are generally not acceptable. Evaluations must cover periods within the past 5 years.
   c. Applicants in their first year of teaching must ensure that the professional evaluation completed by the current supervisor is submitted after at least one semester of teaching.
   d. Applicants without teaching experience must have a professional evaluation completed by their student teaching supervisor.
   e. Former DoDDS employees must have one evaluation form completed by the last DoDDS supervisor. In addition, the Office of Dependents Schools seeks an employment recommendation on all former employees. If you have been employed with DoDDS within the last five years, your evaluation may be used in lieu of a formal interview.
   f. College placement files are not accepted as professional evaluations.
   g. **Specific Instructions:** Enter your name and social security number at the top of the form in space provided and forward to current supervisor and other professionals. The evaluation forms must be submitted by you with your application. Evaluators desiring confidentiality should write on the top of the form "VOID IF RECEIVED OPENED." The completed evaluation form should then be placed in a sealed envelope marked. "CONFIDENTIAL — TO BE OPENED ONLY BY DoDDS STAFF." The sealed envelope should be signed by the evaluator, preferably across the flap. Evaluators who insist upon mailing the completed form directly to this office may do so. Please so indicate this with your application.
7. APPLICATIONS OF MARRIED COUPLES must be filed jointly if consideration for the same location is desired. Appointments for both spouses are infrequent since there are rarely simultaneous openings in which their services could be used at the same location. Usually, only one is selected and the other travels as a family member. On arrival overseas, the family member may apply for local employment.

B. WHERE TO FILE

Mail the completed application to:

Department of Defense Dependents Schools
Recruitment and Assignments Section
Hoffman Building I
2461 Eisenhower Avenue
Alexandria, Virginia 22331-1100

Applications and supporting documents become the property of this department. Teaching credentials of qualified nonselected applicants may be retained for the following year.

C. STATUS OF APPLICATION

Applicants who desire acknowledgement of receipt of their application, must complete the acknowledgement card provided. Upon receipt of the application, this card will be mailed to you. This is not verification that your application is complete. Evaluation of applications takes several months because it is contingent upon receipt of all supporting documents (i.e., transcripts and evaluations.) Nationwide interviews are conducted around March and April of each year. The majority of selections are made in May and June. Some offers may be made in July and August. The processing of applicants selected for overseas assignments takes approximately six weeks. Selected applicants are expected to report to the overseas assignment in early August. If additional information is necessary, applicants will be contacted. Applicants not selected for a position will be contacted in the Fall and provided an opportunity to update their applications for the next school year.

Due to the large volume of applications and inquiries, applicants are to avoid making inquiry regarding the status of the application. Questions, whether directed or routed through friends or members of Congress, delay the processing of application. In order to respond, the application must be withdrawn from active consideration until a reply is prepared.

SECTION IV — BASIC PROGRAM INFORMATION AND ENTITLEMENTS

A. APPOINTMENT

Appointments to educator positions in our school system are excepted from the Office of Personnel Management competitive requirements. Final appointment is contingent upon satisfactory completion of a medical examination, background investigation, issuance of a passport, timely completion of required processing, and upon verification of elibility criteria. Each educator is required to complete a one-year trial period as a continuation of the selection process. An applicant selected for appointment is presumed to possess the skills, abilities and character traits necessary for satisfactory performance as an educator. That presumption, however, must be verified through the trial period. During the trial period, the educator's conduct and performance in the actual duties of the position will be observed, and the educator may be separated without undue formality. The trial period provides the final test, that of acutal performance on the job, which no preliminary evaluation of education can approach in validity.

B. DEPARTURE DATE AND TRANSPORTATION OVERSEAS

Selected applicants must be available for travel anytime after 1 August. Departure to the overseas area is generally scheduled during the month of August for arrival and orientation prior to the opening of school. The exact data of departure by air transportation is determined by the United States military processing installation. Acceptance of air travel is a condition of employment. Transportation for the selected applicants and dependents will be at government expense. No provisions will be made for earlier departure for the convenience of the selectee either by government transportation or at the selectee's own expense.

C. LOCATIONS OF OVERSEAS SCHOOLS

The overseas schools vary in size on U.S. military bases in 20 countries. DoDDS is divided into five regions. Applicants must be available for wordwide placement. Consideration will be given to geographic preference by region; however, applicants must agree to serve wherever needed. The regions are:

ATLANTIC REGION
Belgium, Bermuda, Canada (Newfoundland), Cuba, England, Iceland, Netherlands, Norway, Scotland, British West Indies (Antigua)

GERMANY REGION

MEDITERRANEAN REGION
Azores, Bahrain, Greece, Italy, Spain, Turkey

PACIFIC REGION
Japan, Korea, Okinawa (Japan), Philippines

PANAMA REGION

D. LENGTH OF ASSIGNMENT

The tour of duty may be one or two school years depending on the area of assignment. Selected applicants must sign a Transportation Agreement to remain overseas for the tour of duty in consideration for which transportation at Government expense to and from the overseas area will be furnished. Selected applicants will also be required to sign a mobility certificate indicating that they understand that they may be reassigned to other school positions of comparable grade and salary for which they are determined qualified. Such assignments may be to any location where the DoDDS operate. Selected applicants who do not complete the tour of duty or who leave before the completion of assignment for reasons unacceptable to the appropriate officials, must bear the expense of return transportation to the United States and may be required to reimburse the government for the expense of transportation to the overseas station.

E. SALARY AND BENEFITS

1. Rates of Pay

   Overseas salaries are comparable to the average of the range of rates for similar positions in urban school jurisdications in the U.S. having a population of 100,000 or more. Teachers, librarians, school nurses, dormitory counselors, and certain other school personnel whose services are required on a school year basis, are covered by the "Defense Department Overseas Teachers Pay and Personnel Practices Act." The pay of Junior Reserve Officers Training Corps instructors is prescribed by 10 USC 2031(d) and is not the same as other educators. School year salary schedules are revised annually to reflect current compensation in U.S. school jurisdictions. The school year consists of 190 duty days, with a minimum of 175 days of classroom instruction. Teachers are presently paid on 5 different pay lanes (bachelor's degree, bachelor's degree plus 15 semester hours, master's degree, master's degree plus 30 semester hours, and doctor's degree). Service increments or steps are provided to recognize years of experience up to a maximum. The range of the school year 1986/87 entry level salary rates for teachers are provided below:

Bachelor's degree	$18,345 - $24,645
Bachelor's degree + 15	$18,875 - $25,425
Master's degree	$19,670 - $27,770
Master's degree + 30	$20,845 - $29,245
Doctor's degree	$22,235 - $31,035

2. Differentials

   Applicants assigned to certain foreign posts may receive additional compensation above the basic salary due to adverse environmental factors. All post differentials are subject to

change without notice. **Applicants assigned to Panama will be authorized a differential and a limited quarters allowance when not provided government housing. However, the allowance is reduced by the average rent paid by personnel living in government quarters.**

3. Health Benefits
   The Federal Employees Health Benefits Act of 1959 provides a voluntary health benefits program for all government employees, whereby the government shares the cost of the program and permits premium payment through payroll deduction.
4. Life Insurance
   A low cost insurance plan is available as well as several options for additional coverage. Premiums are paid through payroll deductions. The Government shares the cost of the basic plan. The amount of insurance varies depending upon the option selected.
5. Retirement
   Employees hired from the United States on or after January 1, 1984 and former Federal employees who were under the civil service retirement system and who had a break in service of more than five years are covered by the Federal Employees' Retirement System (FERS). FERS is a three-part retirement plan consisting of a Thrift Plan, FERS basic benefit, and Social Security Benefits. The benefits of the program are as follows:

   Part 1. Social Security. For information about the benefits that you would receive upon retirement, contact your local Social Security Administration office.

   Part 2. Civil Service Annuity. Basic annuity (1% of average highest 3 salaries during the employment x the years of service, or 1.1% of the average highest 3 salaries for those retiring at age 62 or older with 20 years of service).

   Part 3. Thrift Plan. Employee Savings + Government matching up to 5% + interest.

   The cost to employees, expressed as percentage of salary, is as follows:

   Part 1. Social Security
   7.15 in 1987
   7.51 in 1988 and 1989
   7.65 in 1990

   Part 2. Civil Service Annuity
   1.3 in 1987
   .94 in 1988 and 1989
   .8 in 1990

   Part 3. Thrift Plan
   Employees may save up to 10% of their salary. The money deposited into the Thrift Plan is tax deferred. The Government automatically contributes 1% of pay into each employee's Thrift account. Employees may contribute up to 10% of pay with the Government matching as follows:

First 3% of pay	$1.00 per $1.00
Next 2% of pay	$ .50 per $1.00

   So the Government contributes at most 5% of pay for any employee.
6. Tax Deduction
   Salaries of Federal employees stationed overseas are subject to United States tax laws. Compliance with the tax laws of the employee's home state is the responsibility of the employee.

SECTION V — HOUSING, LIVING AND WORKING CONDITIONS

A. HOUSING AND LIVING CONDITIONS

In some areas, living quarters are provided by the United States Government. These quarters may be in dormitories, apartments, old hotels, converted office buildings, or in new modern facilities. If living quarters must be rented, a living quarters allowance to cover average rent and utility cost is paid by the United States Government. **A living quarters allowance is not paid to JROTC instructors.** A differential and a limited quarters allowance when government housing is not provided are paid to employees in Panama. However, the allowance is reduced by the average rent paid by personnel living in government quarters. The shortage of family housing in the overseas area may preclude the concurrent travel of an applicant's spouse and other dependents. Therefore, it may be necessary for the employee to precede the dependents and request permission for them to travel after accommodations have been obtained. Even where concurrent travel is authorized, the employee and family should be prepared for some inconveniences and discomforts. Arrangements for a spouse or dependents to travel at their own expense or to reside with friends overseas is not recommended. Reimbursement for such travel or non-government sponsored housing may not be authorized.

B. MEDICAL/DENTAL FACILITIES

U.S. provided medical facilities may be severely limited in some locations. Military dispensaries are usually available to provide emergency services; but, the nearest hospital facilities may be located some distance away. If military facilities are available, a minimum charge will be assessed per visit. Applicants with medical problems or those requiring medication should determine whether adequate medical care is available in the country concerned prior to accepting an assignment. Dental care is often not available through U.S. facilities except in an emergency. If available, the care is generally provided on a space available basis. It would be wise to have a dental check prior to departure. Applicants should be prepared to use the medical and dental services of the host country.

C. WORKING CONDITIONS

Some school buildings meet modern standards of school architecture while others are converted offices, Quonset huts or other temporary type buildings. Light and ventilation are usually good, and furniture is similar to that found in schools in the United States. Standard textbooks are used and the normal curricula are followed. The teacher is expected to take a pro-rated share of extracurricular activities, and in the elementary grades is expected to instruct art, music and physical education. Teaching aids are usually furnished but may be limited as to quantity and variety. Teachers who prefer their own instructional aids such as games, flash cards, pictures and other visual media may wish to include these items within their basic weight allowances.

SECTION VI – SHIPMENT OF HOUSEHOLD GOODS, PERSONAL EFFECTS, AUTOMOBILE, AND PETS

A. HOUSEHOLD GOODS

The shipment of household goods and personal effects is at Government expense. The weight allowances will be determined at the time of processing by a U.S. military processing installation.

B. AUTOMOBILE

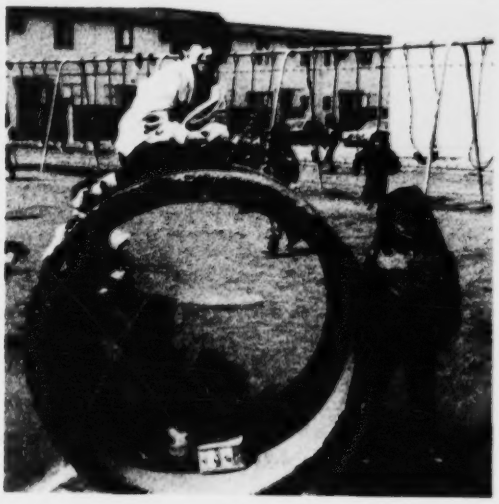
The shipment of a privately owned automobile may be authorized in certain areas. There may be restrictions on the model, size, year and country of origin of the vehicle. It is difficult to obtain auto parts in some areas. Unleaded gas is not available in many locations. If the shipment of an automobile is authorized, it will be at Government expense. The processing office will furnish information about the shipment of an automobile.

C. PETS

The shipment of pets is at the selected applicant's expense. Pets are not authorized entry into some areas. Some countries impose lengthy quarantines on pets which may last for several months.

RETAIN THIS BROCHURE FOR FUTURE REFERENCE. ONCE YOU HAVE FILED AN APPLICATION, THE BROCHURE WILL SERVE AS A VALUABLE GUIDE IN ANSWERING QUESTIONS UNTIL YOU REACH YOUR ASSIGNED DUTY LOCATION.

– NOTES –



Read Privacy Act Statement on this page before completing this form

SUPPLEMENTAL APPLICATION FOR EMPLOYMENT WITH DEPARTMENT OF DEFENSE OVERSEAS DEPENDENTS SCHOOLS

PRIVACY ACT STATEMENT
AUTHORITY: Title II, Sec. 301, Title X, Sec. 921 & 922, EO 9397
PRINCIPAL PURPOSE: To provide in brief, personal, professional, and academic data for use in screening applications.
ROUTINE USE: Used to screen applications for qualifications eligibility.
DISCLOSURE: Voluntary. Failure to provide information can result in application rated not qualified.

Use Typewriter or Print

Form Approved OMB No. 0704-0052
Expiration Date: 880630

1. PERSONAL DATA (13)

All items on this form must be completed. Items which are not applicable, enter "N/A" Leave a space between segments of name, street, city, state, and zip code.

a. Social Security Number

b. Name (Last, First, Middle Initial) Mr. Mrs. Miss Ms. **(Area Code) Telephone Work Number**

c. Current Address (Street, City, State, ZIP Code) **(Area Code) Telephone Number**

d. Alternate Address (Street, City, State, ZIP Code) **(Area Code) Telephone Number**

e. Number of Dependents Including Spouse

f. Is Spouse Applying? (If Yes, You Must Apply Jointly) Yes ☐ No ☐

g. Complete only if the answer to f is "Yes"
Spouse's SSN **Spouse's Name (Last, First, Middle Initial)** **h. Categories for Which Spouse is Applying**

I. Check Appropriate Block

☐ S1 I will travel as a dependent if spouse is offered a job.

☐ S2 Spouse will travel as a dependent if I am offered a job.

☐ S3 Both must be made an offer at the same location.

j. Interview Site No.

Select from the list below, where you desire to be interviewed. Enter appropriate code in box.

k. Veteran Preference Enter Appropriate Code

☐ A-Non-Veteran
☐ B-5-Point
☐ C-10-Point Other
☐ D-10 Points Less Than 30% Compensable Disability
☐ E-10 Points 30% or More Compensable Disability

INTERVIEW SITE CODE

Code	City	Code	City	Code	City	Code	City	Code	City
001	AZ, Phoenix	008	FL, Pensacola	015	MI, Detroit	022	OR, Portland	029	UT, Salt Lake City
002	CA, Los Angeles	009	GA, Atlanta	016	MN, Minneapolis	023	PA, Philadelphia	030	VA, Richmond
003	CA, San Diego	010	HI, Honolulu	017	MO, St. Louis	024	SD, Rapid City	031	GU
004	CA, San Francisco	011	IL, Chicago	018	MT, Great Falls	025	TN, Memphis		
005	CO, Denver	012	LA, Alexandria	019	NY, New York	026	TX, Dallas		
006	DC, District of Columbia	013	MD, Baltimore	020	NC, Fayetteville	027	TX, El Paso		
007	FL, Orlando	014	MA, Boston	021	OH, Cincinnati	028	TX, San Antonio		

FOR OFFICIAL USE

RECORD ST
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AGENCY PE

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REPLACES EDITION OF JUL 83 WHICH IS OBSOLETE. JUN 84, DS5010

2. POSITIONS APPLYING FOR

	Refer to brochure. Enter in order of preference, position category(s) for which you are applying.	List number of school years teaching experience in each category for which applying. Enter 01 for 1, 02 for 2, etc.	Enter undergraduate & graduate semester hours of credit earned in each category. Enter 01 for 1 SH, 02 for 2, etc.*
	Category Number	Full School Years of Teacher Experience	Total Number of Semester Hours
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			

*To convert quarter hours to semester hours, multiply quarter hour by 2/3.

Last Salary Held as an Educator ☐☐☐☐☐

Major Coursework	Total No. of Sem. Hrs.
1 Art	
2 Business	
3 Career Education	
4 Computer Science	
5 Early Childhood	
6 English	
7 English Second Language	
8 French	
9 Spanish	
10 German	
11 Guidance and Counseling	
12 Health Education	
13 Home Economics	
14 Industrial Arts	
15 Library/Science	
16 Audio Visual (Media)	
17 Mathematics	
18	

Major Coursework	Total No. of Sem. Hrs.
19 Music	
20 Physical Education	
21 Reading	
22 Science (Total)	
23 Physics	
24 Chemistry	
25 Biology	
26 Social Studies	
27 Special Education	
28 Elementary Education	
29 Secondary Education	
30 Other	
31 Gifted/Talented	
32 Learning Impaired	
33 Physically Handicapped	
34	
35	
36	

3. EDUCATION AND TRAINING

Highest Degree Held BA ☐ BA + 15 ☐ MA ☐ MA + 30 ☐ Doctorate ☐ **Degree Granted** Month ☐☐ Year ☐☐

Last School Year of DoDDS Teaching Experience (Use Only Last 2 Digits of School Year) ☐☐ ☐☐ **Name and Location of Last School Assignment** _____

Name Under Which Employed If Different From That Listed _____

Has a Valid Teaching Certificate Ever Been Revoked for Cause? Yes ☐ No ☐ **If Yes Explain** _____

Check Block(s) If You Have Had Training and/or Experience in the Following Curricula and/or Instructional Methods:

1 ☐ Adaptive Physical Education
2 ☐ Ball State Experimental Program *(BSEP)*
3 ☐ Biological Science Curriculum *(BSCS)*
4 ☐ Business Lab
5 ☐ Cardio-Pulminary Resuscitation
6 ☐ Career Information/Decision-Making
7 ☐ Chemical Education Material Study *(Chem Study)*
8 ☐ Combined Grades
9 ☐ Compensatory Education
10 ☐ Conducting In-Service Training
11 ☐ Consumer Education
12 ☐ Drug and Alcohol Education
13 ☐ Elementary Science Study *(ESS)*
14 ☐ English as a Second Language *(ESL)*
15 ☐ Environmental Education
16 ☐ Gifted and Talented
17 ☐ Individualized Instruction
18 ☐ Industrial Arts Curriculum *(IACP)*
19 ☐ Inquiry Conceptual Approach
20 ☐ Instructional Materials Center (IMC)
21 ☐ Intermediate Science Curriculum Study *(ISCS)*
22 ☐ Introductory Physical Science *(IPS)*
23 ☐ National Writing Project
24 ☐ Non-Graded
25 ☐ Open Classroom
26 ☐ Parenting
27 ☐ Rural School Experience
28 ☐ Social Studies Inquiry Approach
29 ☐ Talented and Gifted (TRIAD/RDIM)
30 ☐ Team Teaching
31 ☐ Voc Ed for Exceptional Students
32 ☐ Computer Literacy

Extra-curricular Activities *(If you have directed or coached activities listed below and are willing to do so, place an "X" in the proper block(s)).*

a ☐ Athletic Director
b ☐ Aquatics
c ☐ Band/Orchestra
d ☐ Baseball
e ☐ Basketball
f ☐ Cheerleaders
g ☐ Cross Country
h ☐ Dramatics
i ☐ Football
j ☐ Forensics
k ☐ Glee Club — Chorus
l ☐ Golf
m ☐ Gymnastics
n ☐ Outward Bound
o ☐ Photography
p ☐ School Publications
q ☐ Soccer
r ☐ Softball
s ☐ Tennis
t ☐ Track & Field
u ☐ Volleyball
v ☐ Wrestling
w ☐ Other

Read
Privacy Act Statement
on this page before
completing this form

SUPPLEMENTAL APPLICATION FOR EMPLOYMENT WITH DEPARTMENT OF DEFENSE OVERSEAS DEPENDENTS SCHOOLS

PRIVACY ACT STATEMENT
AUTHORITY:
PRINCIPAL PURPOSE:
ROUTINE USE:
DISCLOSURE:

Use Typewriter or Print

Form Approved OMB No. 0704-0052
Expiration Date: 880630

1. PERSONAL DATA (13)

All items on this form must be completed. Items which are not applicable, enter "N/A" Leave a space between segments of name, street, city, state, and zip code.

a. Social Security Number

b. Name (Last, First, Middle Initial) Mr. Mrs. Miss Ms.

(Area Code) Telephone Work Number

c. Current Address (Street, City, State, ZIP Code)

(Area Code) Telephone Number

d. Alternate Address (Street, City, State, ZIP Code)

(Area Code) Telephone Number

e. Number of Dependents Including Spouse

f. Is Spouse Applying? (If Yes, You Must Apply Jointly) Yes ☐ No ☐

g. Complete only if the answer to f is "Yes"

Spouse's SSN

Spouse's Name (Last, First, Middle Initial)

h. Categories for Which Spouse Is Applying

i. Check Appropriate Block

☐ S1 I will travel as a dependent if spouse is offered a job.

☐ S2 Spouse will travel as a dependent if I am offered a job.

☐ S3 Both must be made an offer at the same location.

j. Interview Site No.

Select from the list below, where you desire to be interviewed. Enter appropriate code in box.

k. Veteran Preference Enter Appropriate Code

☐ A-Non-Veteran
☐ B-5-Point
☐ C-10-Point Other
☐ D-10 Points Less Than 30% Compensable Disability
☐ E-10 Points 30% or More Compensable Disability

INTERVIEW SITE CODE

Code	City	Code	City	Code	City	Code	City	Code	City
001	AZ, Phoenix	008	FL, Pensacola	015	MI, Detroit	022	OR, Portland	029	UT, Salt Lake City
002	CA, Los Angeles	009	GA, Atlanta	016	MN, Minneapolis	023	PA, Philadelphia	030	VA, Richmond
003	CA, San Diego	010	HI, Honolulu	017	MO, St. Louis	024	SD, Rapid City	031	GU
004	CA, San Francisco	011	IL, Chicago	018	MT, Great Falls	025	TN, Memphis		
005	CO, Denver	012	LA, Alexandria	019	NY, New York	026	TX, Dallas		
006	DC, District of Columbia	013	MD, Baltimore	020	NC, Fayetteville	027	TX, El Paso		
007	FL, Orlando	014	MA, Boston	021	OH, Cincinnati	028	TX, San Antonio		

FOR OFFICIAL USE

RECORD ST
ENTER SC
AGENCY PE

REPLACES EDITION OF JUL 83 WHICH IS OBSOLETE. JUN 84, DS5010

2. POSITIONS APPLYING FOR

	Refer to brochure. Enter in order of preference, position category(s) for which you are applying.	List number of school years teaching experience in each category for which applying. Enter 01 for 1, 02 for 2, etc.	Enter undergraduate & graduate semester hours of credit earned in each category. Enter 01 for 1 SH, 02 for 2, etc.*
	Category Number	Full School Years of Teacher Experience	Total Number of Semester Hours
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			

*To convert quarter hours to semester hours, multiply quarter hour by 2/3.

Last Salary Held as an Educator ☐☐☐☐☐

Major Coursework	Total No. of Sem. Hrs.
1 Art	
2 Business	
3 Career Education	
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5 Early Childhood	
6 English	
7 English Second Language	
8 French	
9 Spanish	
10 German	
11 Guidance and Counseling	
12 Health Education	
13 Home Economics	
14 Industrial Arts	
15 Library/Science	
16 Audio Visual (Media)	
17 Mathematics	
18	

Major Coursework	Total No. of Sem. Hrs.
19 Music	
20 Physical Education	
21 Reading	
22 Science (Total)	
23 Physics	
24 Chemistry	
25 Biology	
26 Social Studies	
27 Special Education	
28 Elementary Education	
29 Secondary Education	
30 Other	
31 Gifted/Talented	
32 Learning Impaired	
33 Physically Handicapped	
34	
35	
36	

3. EDUCATION AND TRAINING

Highest Degree Held BA ☐ BA + 15 ☐ MA ☐ MA + 30 ☐ Doctorate ☐ **Degree Granted** Month ☐☐ Year ☐☐

Last School Year of DoDDS Teaching Experience (Use Only Last 2 Digits of School Year) ☐☐ ☐☐ **Name and Location of Last School Assignment** _____

Name Under Which Employed If Different From That Listed _____

Has a Valid Teaching Certificate Ever Been Revoked for Cause? Yes ☐ No ☐ **If Yes Explain** _____

Check Block(s) If You Have Had Training and/or Experience in the Following Curricula and/or Instructional Methods:

1 ☐ Adaptive Physical Education
2 ☐ Ball State Experimental Program *(BSEP)*
3 ☐ Biological Science Curriculum *(BSCS)*
4 ☐ Business Lab
5 ☐ Cardio-Pulminary Resuscitation
6 ☐ Career Information/Decision-Making
7 ☐ Chemical Education Material Study *(Chem Study)*
8 ☐ Combined Grades
9 ☐ Compensatory Education
10 ☐ Conducting In-Service Training
11 ☐ Consumer Education
12 ☐ Drug and Alcohol Education
13 ☐ Elementary Science Study *(ESS)*
14 ☐ English as a Second Language *(ESL)*
15 ☐ Environmental Education
16 ☐ Gifted and Talented
17 ☐ Individualized Instruction
18 ☐ Industrial Arts Curriculum *(IACP)*
19 ☐ Inquiry Conceptual Approach
20 ☐ Instructional Materials Center (IMC)
21 ☐ Intermediate Science Curriculum Study *(ISCS)*
22 ☐ Introductory Physical Science *(IPS)*
23 ☐ National Writing Project
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25 ☐ Open Classroom
26 ☐ Parenting
27 ☐ Rural School Experience
28 ☐ Social Studies Inquiry Approach
29 ☐ Talented and Gifted (TRIAD/RDIM)
30 ☐ Team Teaching
31 ☐ Voc Ed for Exceptional Students
32 ☐ Computer Literacy

Extra-curricular Activities *(If you have directed or coached activities listed below and are willing to do so, place an "X" in the proper block(s)).*

a ☐ Athletic Director
b ☐ Aquatics
c ☐ Band/Orchestra
d ☐ Baseball
e ☐ Basketball
f ☐ Cheerleaders
g ☐ Cross Country
h ☐ Dramatics
i ☐ Football
j ☐ Forensics
k ☐ Glee Club — Chorus
l ☐ Golf
m ☐ Gymnastics
n ☐ Outward Bound
o ☐ Photography
p ☐ School Publications
q ☐ Soccer
r ☐ Softball
s ☐ Tennis
t ☐ Track & Field
u ☐ Volleyball
v ☐ Wrestling
w ☐ Other

Standard Form 171

Application for Federal Employment

(*Formerly* **Personal Qualifications Statement**)

Read the Following Instructions Carefully Before You Complete This Application

- **DO NOT SUBMIT A RESUME INSTEAD OF THIS APPLICATION.**
- TYPE OR PRINT CLEARLY IN DARK INK. If you need more space for an answer, continue in item **47** on page 4 or use a sheet of paper the same size as this page. On **each** sheet write your name, Social Security Number, and the announcement number or job title. Attach all sheets to this application at the top of page 3.
- If you do not answer **all** questions fully and correctly, you may delay our review of your application and lose job opportunities.
- Unless we ask for additional material in the announcement or qualification information, **do not attach** any materials, such as: official position descriptions, performance evaluations, letters of recommendation, certificates of training, publications, etc. Any materials you attach which we did not ask for may be removed from your application and will **not** be returned to you.
- We suggest that you **keep a copy** of this application for your use. If you plan to make copies of your application, we suggest you leave items **1, 2, 48** and **49** blank. Complete these blank items each time you apply. **YOU MUST SIGN AND DATE, IN INK, EACH COPY YOU SUBMIT.**
- **If you are applying for a specific Federal civil service examination** (whether or not a written test is required):
  - —Read the announcement and other material provided. Make sure that your work experience and/or education meet the qualifications described.
  - —Make sure that you are allowed to apply at this time. Civil service examinations may be closed to receipt of new applications for specific types of jobs, grade levels, and/or geographic locations. Follow any directions on "How to Apply".
  - —If a written test is required, follow the instructions on your admission card (for example: "Bring a completed SF171 to the test").
  - —If a written test is **not** required, mail this application to the address in the announcement.
  - —Include all forms required by the announcement.
- **If you are applying for a specific vacancy in a Federal agency:**
  - —Study the vacancy announcement to make sure that you meet the qualifications for the job **and** are allowed to apply. Some jobs are limited to people who work for the Federal Government, have worked for the Federal Government in the past, or have an application on file with the Office of Personnel Management.
  - —Mail this application to the address in the vacancy announcement.
  - —Include all forms that are required by the announcement.
- If you change your address, notify all offices that have your application. Always include your Social Security Number.

Work Experience (Item 24)

- Carefully complete each experience block you need to describe your work experience. Unless you qualify based on education alone, **your rating will depend on your description of previous jobs. Do not leave out any jobs you held during the last ten years.**
- Under **Description of Work,** write a **clear** and **brief,** but **complete** description of your **major** duties and responsibilities for each job. Include any supervisory duties, special assignments, and your accomplishments in the job. We may verify your description with your former employers.
- If you had a major change of duties or responsibilities while you worked for the same employer, describe each major change as a separate job.
- Write in each experience block your name at that time, **if** it is different from the name you currently use. Show your former name in parentheses on the first line under **Description of Work**.

Veteran Preference (Item 22)

- DO NOT LEAVE **22** blank. If you do **not** claim veteran preference, place an "X" in box number **1**, "NO PREFERENCE".
- You **cannot** receive veteran preference if you are retired, or plan to retire, at or above the rank of major or lieutenant commander, **unless** you have a service-connected disability (see "10-POINT PREFERENCE" below).
- Some Vietnam Era and disabled veterans qualify for special hiring programs. More information is available from any Federal Job Information Center.
- **5-POINT PREFERENCE**. If you claim 5-point preference you must have:
  - —Received an honorable or general discharge *(a clemency discharge does **not** meet the requirements of the Veteran Preference Act)*; **and**
  - —Served on active duty anytime between December 7, 1941, and July 1, 1955; **or**
  - —Served more than 180 consecutive days of active duty, any part of which was after January 31, 1955, and before October 15, 1976 *(do **not** count active duty for training under the "6-month" Reserve or National Guard programs)*; **or**
  - —Served in a military action for which you received or were entitled to receive a Campaign Badge or Expeditionary Medal. Write the names of your Campaign Badges and Expeditionary Medals in **47**.

  If you claim 5-point preference place an "X" in box number **2**, "5-POINT PREFERENCE".
- **10-POINT PREFERENCE.** If you claim 10-point preference you must meet the requirements for **one** of the groups below, as described in the Standard Form 15, Application for 10-Point Veteran Preference (SF-15). The SF-15 is available by mail from any Federal Job Information Center.
  - —Non-Compensably Disabled or Purple Heart Recipient;
  - —Compensably Disabled (less than 30%);
  - —Compensably Disabled (30% or more);
  - —Spouse, Widow(er), or Mother of a deceased or disabled veteran.

  If you claim 10-point preference, place an "X" in the box that applies to you (**3** or **4** or **5** or **6**). ATTACH A COMPLETED SF-15 TO THIS APPLICATION, TOGETHER WITH THE PROOF REQUESTED IN THE SF-15.

Privacy Act Statement

The Office of Personnel Management is authorized to rate applicants for Federal jobs under sections 1302, 3301, and 3304 of title 5 of the U.S. Code. Section 1104 of title 5 allows the Office of Personnel Management to authorize other Federal agencies to rate applicants for Federal jobs. We need the information you put on this form and associated application forms to see how well your education and work skills qualify you for a Federal job. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal Government.

We must have your Social Security Number (SSN) to keep your records straight because other people may have the same name and birthdate. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. The Office of Personnel Management may also use your SSN to make requests for information about you from employers, schools, banks, and others who know you, but only as allowed by law or Presidential directive. The information we collect by using your SSN will be used for employment purposes and also for studies and statistics that will not identify you.

Information we have about you may also be given to Federal, State and local agencies for checking on law violations or for other lawful purposes. We may send your name and address to State and local Government agencies, Congressional and other public offices, and public international organizations, if they request names of people to consider for employment. We may also notify your school placement office if you are selected for a Federal job.

Giving us your SSN or any of the other information is voluntary. However, we cannot process your application, which is the first step toward getting a job, if you do not give us the information we request.

DETACH THIS PAGE • NOTE ADDITIONAL WORK EXPERIENCE BLOCKS ON BACK

Standard Form 171-A—Continuation Sheet for SF 171

Form Approved:
OMB No. 3206-0012

• Attach all SF 171-A's to your application at the top of page 3.

1. Name *(Last, First, Middle)*	2. Social Security Number
3. Job Title or Announcement Number You Are Applying For	4. Date Completed

ADDITIONAL WORK EXPERIENCE BLOCKS IF NEEDED

☐ Name and address of employer's organization *(include ZIP Code if known)*

Dates employed *(give month and year)*
From To

Average number of hours per week

Salary or earnings
Starting $ per
Ending $ per

Place of employment
City
State

Exact title of your job

Your immediate supervisor
Name Area Code Telephone Number

Number and job titles of any employees you supervised

Kind of business or organization *(manufacturing, accounting, social service, etc.)*

If Federal employment *(civilian or military)* list series, grade or rank and the date of your last promotion

Your reason for leaving

Description of work: Describe your specific duties, responsibilities and accomplishments in this job. *If you describe more than one type of work (for example, carpentry and painting or personnel and budget), write the approximate percentage of time you spent doing each.*

For Agency Use (skill codes, etc.)

☐ Name and address of employer's organization *(include ZIP Code if known)*

Dates employed *(give month and year)*
From To

Average number of hours per week

Salary or earnings
Starting $ per
Ending $ per

Place of employment
City
State

Exact title of your job

Your immediate supervisor
Name Area Code Telephone Number

Number and job titles of any employees you supervised

Kind of business or organization *(manufacturing, accounting, social service, etc.)*

If Federal employment *(civilian or military)* list series, grade or rank and the date of your last promotion

Your reason for leaving

Description of work: Describe your specific duties, responsibilities and accomplishments in this job. *If you describe more than one type of work (for example, carpentry and painting or personnel and budget), write the approximate percentage of time you spent doing each.*

For Agency Use (skill codes, etc.)

Application for Federal Employment—SF 171

Form Approved:
OMB No. 3206-0012

Read the instructions before you complete this application. ***Type or print clearly in dark ink.***

GENERAL INFORMATION

1 What kind of job are you applying for? *Give title and announcement number (if any)*

2 If the announcement lists several job titles, which jobs are you applying for?

3 Social Security Number

4 Birth date *(Month, Day, Year)*

5 Name *(Last, First, Middle)*

Street address or RFD number *(include apartment number, if any)*

City | State | ZIP Code

6 Other names ever used

7 Sex *(for statistical use)*
☐ Male ☐ Female

8 Home Phone
Area Code | Number

9 Work Phone
Area Code | Number | Ext

10 Were you ever employed as a civilian by the Federal Government? If "**NO**", go to **11**. If "**YES**", mark each type of job you held with an "**X**".
☐ Temporary ☐ Career-Conditional ☐ Career ☐ Excepted
What is your highest grade, classification series and job title?

Dates at highest grade: FROM TO

11 Do you have any applications for Federal employment on file with the U.S. Office of Personnel Management? If "**NO**", mark here ☐ and go to **12**. If "**YES**", write below and continue in **47** the information for each application: (a) the name of the office that has your application; (b) the title of the job; (c) the date of your Notice of Results; and (d) your rating.

DO NOT WRITE IN THIS AREA

FOR USE OF EXAMINING OFFICE ONLY

Material ☐ Submitted ☐ Returned | Entered register

Notations:

Form reviewed:
Form approved:

Option	Grade	Earned Rating	Preference	Aug. Rating
			☐ 5 Points (Tent.)	
			☐ 10 Pts. (30%) Or More Comp. Dis	
			☐ 10 Pts. Less Than 30% Comp. Dis	
			☐ Other 10 Points	
			☐ Disallowed	

Initials and Date

☐ Being Investigated

ANNOUNCEMENT NO.

APPLICATION NO.

FOR USE OF APPOINTING OFFICER ONLY

Preference has been verified through proof that the separation was under honorable conditions, and other proof as required.

☐ 5 Point ☐ 10-Point—*30% or More Compensable Disability* ☐ 10-Point—*Less Than 30% Compensable Disability* ☐ 10-Point—*Other*

Signature and Title

Agency | Date

AVAILABILITY

12 When can you start work? *(Month and Year)*

13 What is the **lowest** pay you will accept?
Pay $_____ per _____ **OR** Grade _____

14 Are you willing to work:

	YES	NO
A. In the Washington, D.C., metropolitan area?		
B. Outside the 50 United States?		
C. Any place in the United States?		
D. Only in *(list the location[s])*		

15 Are you willing to work:

A. 40 hours per week (full-time)?		
B. 25-32 hours per week (part-time?)		
C. 17-24 hours per week (part-time;?		
D. 16 or fewer hours per week (part-time)?		
E. In an intermittent job (on-call/seasonal)?		
F. Weekends, shifts, or rotating shifts?		

16 Are you willing to take a temporary job lasting:

A. 5 to 12 months (sometimes longer)?		
B. 1 to 4 months?		
C. Less than 1 month?		

17 Are you willing to travel away from home for:

A. 1 to 5 nights each month?		
B. 6 to 10 nights each month?		
C. 11 or more nights each month?		

MILITARY SERVICE AND VETERAN PREFERENCE

18 Have you served on active duty in the United States Military Service? *If your only active duty was training in the Reserves or National Guard, answer "NO".* If "**NO**", go to **22**. YES ☐ NO ☐

19 Were you honorably discharged from the military service? *If your discharge was changed to "honorable" or "general" by a Discharge Review Board, answer "YES". If you received a clemency discharge, answer "NO".* If "**NO**", explain in **47**. YES ☐ NO ☐

20 Did you or will you retire at or above the rank of major or lieutenant commander? YES ☐ NO ☐

21 List the dates, branch, and serial number for all active duty service.

FROM	TO	BRANCH OF SERVICE	SERIAL NUMBER

22 Place an "**X**" in the box next to your Veteran Preference claim. Mark only **one box**. *See the instructions for eligibility information.*

1 NO PREFERENCE
2 5-POINT PREFERENCE—You must show proof when you are hired.
10-POINT PREFERENCE—**If you claim 10-point preference, you must complete a Standard Form 15, which is available at any Federal Job Information Center. ATTACH THE COMPLETED SF 15 TO THIS APPLICATION, TOGETHER WITH THE PROOF REQUESTED IN THE SF 15.**
3 Non-compensably disabled or Purple Heart recipient.
4 Compensably disabled (less than 30%).
5 Spouse, widow(er), or mother.
6 Compensably disabled (30% or more).

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Standard Form 171 (Rev. 3/84)
Office of Personnel Management
FPM Chapter 295

WORK EXPERIENCE *If you have no work experience, write NONE in A below and go to 25 on page 3*

23 **May we ask your present employer about your character, qualifications and work record?** *A "NO" will not affect our review of your qualifications. If you answer "NO" and we need to contact your present employer before we can offer you a job, we will contact you first.*

YES	NO

24 READ **WORK EXPERIENCE** ON THE INSTRUCTION PAGE BEFORE YOU BEGIN

- Describe your current or most recent job in Block **A** and work backwards, describing each job you held **during the past 10 years**.
- You may sum up in one block work that you did **more than 10 years ago**. But, if that work **is related** to the type of job you are applying for, describe each related job in a separate block.
- If you were **unemployed** for longer than **3 months**, list the dates and your address(es) at that time in **47**. Do **not** list unemployment that was more than 10 years ago.
- INCLUDE VOLUNTEER WORK *(non-paid work)*—**If the work** *(or a part of the work)* **is like the job you are applying for,** complete **all** parts of the experience block just as you would for a paying job. You may receive credit for work experience with religious, community, welfare, service, and other organizations.
- INCLUDE MILITARY SERVICE—You should complete **all** parts of the experience block just as you would for a non-military job, including all supervisory experience. Describe **each** major change of duties or responsibilities in a separate experience block.
- IF YOU NEED MORE EXPERIENCE BLOCKS OR MORE SPACE TO DESCRIBE A JOB—**For more blocks,** use the SF 171-A or sheets of paper the same size as this page (be sure to include **all** information we ask for in **A** or **B** below). On **each** sheet show your name, Social Security Number, and the announcement number or job title.
  For more space continue in **47** or on a sheet of paper as described above.
- IF YOU NEED TO UPDATE (ADD MORE RECENT JOBS), use the SF 172 or a sheet of paper as described above.

A

Name and address of employer's organization *(include ZIP Code, if known)*	Dates employed *(give month and year)* From: To:	Average number of hours per week
	Salary or earnings Starting $ per Ending $ per	Place of employment City State

Exact title of your job	Your immediate supervisor Name Area Code Telephone Number	Number and job titles of any employees you supervise(d)
Kind of business or organization *(manufacturing, accounting, social service, etc.)*	If Federal employment *(civilian or military)*, list series, grade or rank, and the date of your last promotion	Your reason for wanting to leave

Description of work: Describe your specific duties, responsibilities and accomplishments in this job. *If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.*

For Agency Use (skill codes, etc.)

B

Name and address of employer's organization *(include ZIP Code, if known)*	Dates employed *(give month and year)* From: To:	Average number of hours per week
	Salary or earnings Starting $ per Ending $ per	Place of employment City State

Exact title of your job	Your immediate supervisor Name Area Code Telephone Number	Number and job titles of any employees you supervised
Kind of business or organization *(manufacturing, accounting, social service, etc.)*	If Federal employment *(civilian or military)*, list series, grade or rank, and the date of your last promotion	Your reason for leaving

Description of work: Describe your specific duties, responsibilities and accomplishments in this job. *If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.*

43

For Agency Use (skill codes, etc.)

FOR MORE EXPERIENCE BLOCKS SEE SF 171-A ON BACK OF INSTRUCTION PAGE

ATTACH ANY ADDITIONAL FORMS AND SHEETS HERE

EDUCATION

25 Did you graduate from high school? *If you have a GED high school equivalency or will graduate within the next nine months, answer "YES".*

YES ☐ If "YES", give month and year of graduation: _____

NO ☐ If "NO", give the highest grade you completed: _____

26 Write the name and location *(city and state)* of the last high school you attended

27 Have you ever attended college or graduate school? YES ☐ If "YES", continue with **28**. NO ☐ If "NO", go to **31**.

28 NAME AND LOCATION *(city, state and ZIP code)* OF COLLEGE OR UNIVERSITY. *If you expect to graduate within nine months, give the* **month** *and* **year** *you expect to receive your degree.*

	MONTH AND YEAR ATTENDED		NO. OF CREDITS COMPLETED	TYPE OF DEGREE	YEAR OF DEGREE
	From	To	Semester Hours OR Quarter Hours	*(e.g. B.A., M.A.)*	
1)					
2)					
3)					

29 CHIEF UNDERGRADUATE SUBJECTS *Show major on the first line*

	NO. OF CREDITS COMPLETED
	Semester Hours OR Quarter Hours
1)	
2)	
3)	

30 CHIEF GRADUATE SUBJECTS *Show major on the first line*

	NO. OF CREDITS COMPLETED
	Semester Hours OR Quarter Hours
1)	
2)	
3)	

31 Have you completed any other courses or training **related to the kind of jobs you are applying for** *(for example, trade, vocational, Armed Forces, or business)*? YES ☐ If "YES", give the information requested below. *(More courses?—Use a sheet of paper)* NO ☐ If "NO", go to **32**.

	MONTH AND YEAR TRAINING COMPLETED	TOTAL CLASSROOM HOURS	SUBJECT(S)	NAME AND LOCATION OF SCHOOL *(City, state, and ZIP code, if known)*	CERTIFICATE, DIPLOMA, etc. *(if any)*
1)					
2)					
3)					

SPECIAL SKILLS, ACCOMPLISHMENTS AND AWARDS

32 List your special qualifications, skills or accomplishments that may help you get a job. *Some examples are: skills with machines; most important publications (do not submit copies); public speaking and writing experience; membership in professional or scientific societies; patents or inventions; etc.*

33 How many words per minute can you:

TYPE?	TAKE DICTATION?

Agencies may test your skills before hiring you.

34 List **job-related** licenses or certificates that you have, such as: *registered nurse; lawyer; radio operator; driver's; pilot's, etc.*

	LICENSE OR CERTIFICATE	DATE OF LATEST LICENSE OR CERTIFICATE	STATE OR OTHER LICENSING AGENCY
1)			
2)			

35 Do you speak or read a language other than English *(include sign language)*? ***Applicants for jobs that require a language other than English may be given an interview conducted solely in that language.*** YES ☐ If "YES", list each language and place an "X" in each column that applies to you. NO ☐ If "NO", go to **36**.

LANGUAGE(S)	CAN PREPARE AND GIVE LECTURES		CAN SPEAK AND UNDERSTAND		CAN TRANSLATE ARTICLES		CAN READ ARTICLES FOR OWN USE	
	Fluently	With Difficulty	Fluently	Passably	Into English	From English	Easily	With Difficulty
1)								
2)								

36 List any honors, awards, or fellowships you have received. For each, give the year it was received.

REFERENCES

37 List three people who are **not** related to you and who know your qualifications and fitness for the kind of job(s) for which you are applying. **Do not** list supervisors you listed under **24**.

	FULL NAME OF REFERENCE	PRESENT BUSINESS OR HOME ADDRESS *(Number, street, city, state, and ZIP code)*	TELEPHONE NUMBER(S) *(Include area code)*	BUSINESS OR OCCUPATION
1)				
2)				
3)				

BACKGROUND INFORMATION—*You must answer each question in this section before we can process your application.*

Place an "X" in the proper column for each question below

		YES	NO
38	Are you a citizen of the United States? If "NO", write the country or countries you are a citizen of _____		

Important note about questions 39 through 44: We will consider the date, facts, and circumstances of each event you list. In most cases you can still be considered for Federal jobs. However, if you fail to tell the truth or fail to list all relevant events, this failure may be grounds for not hiring you, for firing you after you begin work, or for criminal prosecution [18 USC 1001]

39	During the last **10 years**, were you **fired from any job** for any reason, did you **quit after being told that you would be fired**, or did you leave by mutual agreement because of specific problems? If "YES", use **47** to write for each job: *a) the name of the employer, b) the approximate date you left the job, and c) the reason(s) why you left*		

When answering questions 40 through 44 you may omit: 1) traffic fines of $100.00 or less; 2) any violation of law committed before your 18th birthday, if finally decided in juvenile court or under a youth offender law; 3) any conviction set aside under the Federal Youth Corrections Act or similar State law; 4) any conviction whose record was expunged under Federal or State law.

40	Have you **ever** been convicted of or forfeited collateral for **any felony**? *A felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violations called misdemeanors under State law which are punishable by imprisonment of two years or less.*		
41	Have you **ever** been convicted of or forfeited collateral for any **firearms** or **explosives** violation?		
42	During the last **10 years** have you forfeited collateral, been convicted, been imprisoned, been on probation, or been on parole? Do **not** include violations reported in **40** or **41** above		
43	Are you **now** under charges for **any** violation of law?		
44	Have you **ever** been convicted by a **court-martial**? If no military service, answer "NO"		

IF YOU ANSWERED "YES" TO 40, 41, 42, 43, or 44, GIVE DETAILS IN 47. For each violation write the: *1) date; 2) charge; 3) place; 4) court; and 5) action taken.*

45	Do any of your relatives work for the United States Government or the United States Armed Forces? Include: *father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister* If "YES", use **47** to write for each of these relatives, their: *a) name, b) relationship, c) department, agency, or branch of the Armed Forces.*		
46	Do you receive, or have you ever applied for retirement pay, pension, or other pay based on military, Federal civilian, or District of Columbia Government service?		

ADDITIONAL SPACE FOR ANSWERS

47 Write the number to which each answer applies. **If you need more space,** use sheets of paper the same size as this page. On each sheet write your name, Social Security Number, and the announcement number or job title. Attach all additional sheets at the top of page 3.

SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION

YOU MUST SIGN THIS APPLICATION. Read the following carefully before you sign.

A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, Title 18, Section 1001).

I understand that any information I give may be investigated as allowed by law or Presidential order;

I consent to the release of information about my ability and fitness for Federal employment **by** *employers, schools, law enforcement agencies and other individuals and organizations,* **to** *investigators, personnel staffing specialists, and other authorized employees of the Federal Government.*

I certify that, to the best of my knowledge and belief, **all** of my statements are true, correct, complete, and made in good faith.

48 SIGNATURE *(Sign each application in dark ink)*	**49** DATE SIGNED *(Month, day, year)*

☆ GPO : 1985 O - 461-275 (20006)

PROFESSIONAL EVALUATION
DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS

Privacy Act —
OMB No. 0704-0035
Expiration Date: 880630

(name and social security number) _____ is an applicant for a position with the Department of Defense Overseas Dependents Schools. It is important that persons selected for these assignments have abilities and personal traits which give promise of outstanding success under the unusual circumstances they will meet abroad. The success of the United States Government in maintaining prestige in foreign countries also depends upon the right choice of candidates. To complete one phase of the screening, therefore, we would like to have your frank judgement of the applicant's personality and professional ability. Your assistance as soon as possible will be greatly appreciated. Under the Freedom of Information and Privacy Acts, a copy of this completed form must be released to the candidate for employment if requested. This form should be completed within 5 days and mailed directly to the address shown in ITEM 14, or to the candidate, as appropriate.

USE ITEM 11 TO ELABORATE ON ANY OF THESE ITEMS

1. WHAT YEARS DID YOU OBSERVE THIS APPLICANT'S WORK? *(From-To)*

2. WHAT WAS YOUR POSITION AT THE TIME OF THIS OBSERVATION?

3. WILL THIS APPLICANT BE A GOOD REPRESENTATIVE OF THE UNITED STATES OVERSEAS? *(Specify)*

4. HOW DO YOU RATE THIS APPLICANT IN OVERALL PROFESSIONAL ABILITY?

☐ POOR ☐ FAIR ☐ AVERAGE ☐ GOOD ☐ SUPERIOR

5. WOULD YOU UNHESITATINGLY EMPLOY OR RE-EMPLOY THIS CANDIDATE?

☐ YES ☐ NO *(If no please explain in item 10.)*

6. DO YOU HAVE ANY REASON TO QUESTION THIS CANDIDATE'S LOYALTY TO THE UNITED STATES?

☐ YES ☐ NO

7. DO YOU HAVE REASON TO BELIEVE THIS CANDIDATE BELONGS OR HAS BELONGED TO ANY COMMUNIST OR FASCIST ORGANIZATION, OR TO ANY ORGANIZATION WHICH ADVOCATES OVERTHROWING OR ALTERING OUR CONSTITUTIONAL FORM OF GOVERNMENT BY FORCE OR BY OTHER ILLEGAL MEANS?

☐ YES ☐ NO

8. TO YOUR KNOWLEDGE HAS THIS APPLICANT EVER BEEN ASSOCIATED WITH ANY PERSON WHOSE LOYALTY TO THE UNITED STATES IS QUESTIONABLE OR WHO BELONGS TO ANY OF THE TYPES OF ORGANIZATION DESCRIBED IN THE PRECEDING QUESTION?

☐ YES ☐ NO

9. DO YOU HAVE ANY KNOWLEDGE OF ANY BEHAVIOR, ACTIVITIES OR ASSOCIATIONS WHICH TENDS TO SHOW THAT THIS CANDIDATE IS NOT RELIABLE, HONEST, TRUSTWORTHY AND OF GOOD CONDUCT AND CHARACTER?

☐ YES ☐ NO

ALL PREVIOUS EDITIONS ARE OBSOLETE

DS 5011
1 June 85

PROFESSIONAL EVALUATION *(Continued)*

10. PLEASE GIVE A FRANK STATEMENT EMPHASIZING PARTICULAR STRENGTHS AND/OR WEAKNESSES CONCERNING THIS CANDIDATE'S TOTAL TEACHING ABILITY; ABILITY TO WORK WITH OTHERS; LEADERSHIP QUALITIES; INTELLECTUAL AND SCHOLASTIC CHARACTERISTICS; AND ABILITY TO WORK WITH CHILDREN AND PARENTS.

11. NAME AND ADDRESS OF YOUR SCHOOL

12. TYPED NAME, SIGNATURE, POSITION OR TITLE OF EVALUATOR.

13. DATE

14. RETURN THIS INQUIRY TO:

Department of Defense
Office of Dependents Schools
Hoffman Building I, 2461 Eisenhower Avenue
Alexandria, Virginia 22331

PROFESSIONAL EVALUATION
DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS

Privacy Act —
OMB No. 0704-0035
Expiration Date: 880630

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2. WHAT WAS YOUR POSITION AT THE TIME OF THIS OBSERVATION?

3. WILL THIS APPLICANT BE A GOOD REPRESENTATIVE OF THE UNITED STATES OVERSEAS? *(Specify)*

4. HOW DO YOU RATE THIS APPLICANT IN OVERALL PROFESSIONAL ABILITY?

☐ POOR ☐ FAIR ☐ AVERAGE ☐ GOOD ☐ SUPERIOR

5. WOULD YOU UNHESITATINGLY EMPLOY OR RE-EMPLOY THIS CANDIDATE?

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☐ YES ☐ NO

9. DO YOU HAVE ANY KNOWLEDGE OF ANY BEHAVIOR, ACTIVITIES OR ASSOCIATIONS WHICH TENDS TO SHOW THAT THIS CANDIDATE IS NOT RELIABLE, HONEST, TRUSTWORTHY AND OF GOOD CONDUCT AND CHARACTER?

☐ YES ☐ NO

ALL PREVIOUS EDITIONS ARE OBSOLETE

DS 5011
1 June 85

PROFESSIONAL EVALUATION *(Continued)*

10. PLEASE GIVE A FRANK STATEMENT EMPHASIZING PARTICULAR STRENGTHS AND/OR WEAKNESSES CONCERNING THIS CANDIDATE'S TOTAL TEACHING ABILITY; ABILITY TO WORK WITH OTHERS; LEADERSHIP QUALITIES; INTELLECTUAL AND SCHOLASTIC CHARACTERISTICS; AND ABILITY TO WORK WITH CHILDREN AND PARENTS.

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13. DATE

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Department of Defense
Office of Dependents Schools
Hoffman Building I, 2461 Eisenhower Avenue
Alexandria, Virginia 22331

PROFESSIONAL EVALUATION
DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS

Privacy Act —
OMB No. 0704-0035
Expiration Date: 880630

(name and social security number) _____ is an applicant for a position with the Department of Defense Overseas Dependents Schools. It is important that persons selected for these assignments have abilities and personal traits which give promise of outstanding success under the unusual circumstances they will meet abroad. The success of the United States Government in maintaining prestige in foreign countries also depends upon the right choice of candidates. To complete one phase of the screening, therefore, we would like to have your frank judgement of the applicant's personality and professional ability. Your assistance as soon as possible will be greatly appreciated. Under the Freedom of Information and Privacy Acts, a copy of this completed form must be released to the candidate for employment if requested. This form should be completed within 5 days and mailed directly to the address shown in ITEM 14, or to the candidate, as appropriate.

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☐ YES ☐ NO

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9. DO YOU HAVE ANY KNOWLEDGE OF ANY BEHAVIOR, ACTIVITIES OR ASSOCIATIONS WHICH TENDS TO SHOW THAT THIS CANDIDATE IS NOT RELIABLE, HONEST, TRUSTWORTHY AND OF GOOD CONDUCT AND CHARACTER?

☐ YES ☐ NO

ALL PREVIOUS EDITIONS ARE OBSOLETE

DS 5011
1 June 85

PROFESSIONAL EVALUATION *(Continued)*

10. PLEASE GIVE A FRANK STATEMENT EMPHASIZING PARTICULAR STRENGTHS AND/OR WEAKNESSES CONCERNING THIS CANDIDATE'S TOTAL TEACHING ABILITY; ABILITY TO WORK WITH OTHERS; LEADERSHIP QUALITIES; INTELLECTUAL AND SCHOLASTIC CHARACTERISTICS; AND ABILITY TO WORK WITH CHILDREN AND PARENTS.

11. NAME AND ADDRESS OF YOUR SCHOOL

12. TYPED NAME, SIGNATURE, POSITION OR TITLE OF EVALUATOR.

13. DATE

14. RETURN THIS INQUIRY TO:

Department of Defense
Office of Dependents Schools
Hoffman Building I, 2461 Eisenhower Avenue
Alexandria, Virginia 22331

OMB No. 0704-0226
Expiration Date: 880630

OFFICE, SECRETARY OF DEFENSE
DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
VERIFICATION OF PROFESSIONAL EDUCATOR EMPLOYMENT FOR SALARY RATING PURPOSES

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 U.S.C. 552a)

AUTHORITY:	PL 86-91
PRINCIPAL PURPOSE:	To provide employment information on prospective employees.
ROUTINE USE:	Used in determining creditable previous experience for pay setting purposes on selected candidates by OSD and DoD components.
DISCLOSURE:	Voluntary. However, failure to do so can result in failure to receive credit for pay purposes for previous experience.

TO BE FILLED IN BY APPLICANT

Name _____

Former School or Place of Employment _____

Location (*City and State*) _____

Title of position (*Teacher, Counselor, Administrator, etc.*) _____

☐ Elementary ☐ Junior High ☐ Vocational High ☐ Senior High ☐ College

DATE	SIGNATURE OF APPLICANT/EMPLOYEE

TO BE FILLED IN BY EMPLOYER

If employee was paid for the entire month at the beginning and end of service, use those dates instead of the dates when school was in session. If there was a break in service, indicate each period of employment separately.

It is necessary that we have the specific DAY as well as the month and the year.

FROM: MO _____ DAY _____ YEAR _____ TO: MO _____ DAY _____ YEAR _____

MO _____ DAY _____ YEAR _____ MO _____ DAY _____ YEAR _____

The length of the school year was _____ months.

This person was employed full-time _____ part-time _____ .

If part-time, please state the number of periods or hours per week _____ .

NOTE: No salary credit can be awarded for:

1. *Per diem substitute*
2. *Student teaching*
3. *Tutoring*
4. *Teacher aide or other paraprofessional experience.*

NAME AND TITLE (*Print or Type*)	ADDRESS (*Include ZIP Code*)
DATE	**SIGNATURE**

Your assistance in completing this form is appreciated. Please return it as soon as possible to Department of Defense, Office of Dependents Schools, Hoffman Building I, 2461 Eisenhower Avenue, Alexandria, VA 22331.—1100

DS FORM 1 JUNE 85 5013

DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS

OMB No: 0704-0223
Expiration Date: 880630

VOLUNTARY QUESTIONNAIRE

General Information

The information from this questionnaire is used to help insure that the Department of Defense Dependents Schools (DoDDS) personnel practices meet the requirements of Federal law. Your responses are voluntary. Any information you furnish will be used only for the purpose of producing statistical reports. There will be no consequence to you whether or not you furnish the information since it will not be used in any determination that affects you individually. This form will be maintained separately from your application materials. Furthermore, the statistical reports mentioned above will be in the form of aggregate totals and will not identify you in any way as an individual. Please read each item thoroughly before completing the appropriate code number in each box.

Questionnaire

1. How did you learn about the DoDDS employment opportunities? (you may select up to three choices)

☐☐	☐☐	☐☐

General

01 — Friend or relative working for DoDDS
02 — Friend or relative not working for DoDDS
03 — On-campus recruitment by DoDDS
04 — Direct mailing by DoDDS
05 — Government job information center
06 — State employment office
07 — Private information service
08 — State rehabilitation center
09 — Veterans association/employment office
10 — School placement officer

Professional Journals

11 — Exceptional Children
12 — Instructor
13 — The Mathematics Teacher
14 — The Science Teacher
15 — School Shop
16 — NUESTRO
17 — Business Education Forum
18 — School Nurse
19 — TESOL Newsletter
20 — Black Collegian
21 — East West Newspaper
22 — Pacific Citizen Newspaper
23 — Learning

Professional Conventions/Meetings

24 — National Alliance of Black School Educators
25 — International Reading
26 — LULAC
27 — American School Nurse
28 — School Health Nurse
29 — American Vocational Association
30 — Council for Exceptional Children
31 — National Science Teacher
32 — American Speech-Language-Hearing
33 — National Mathematics Teacher
34 — National Business Teacher
35 — American Society of Afro Life & History
36 — TESOL
37 — Asian/American Education Conference
38 — University of Northern Iowa - Recruiting Fair
39 — NAACP
40 — Association for School Librarians
41 — American Librarian Association
42 — IMAGE
43 — National Art Teacher
44 — UCLA — Recruiting Fair
45 — Other (specify)

DS Form 5012
1 June 85

DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS

VOLUNTARY QUESTIONNAIRE (CONT.)

2. Please identify yourself in terms of the race, sex, and ethnic categories below. First read definitions of subcategories.

Definitions

The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY:

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

RACE:

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the pacific Island. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black. A person having origins in any of the black racial groups of Africa.

White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

A. Race	B. Sex	C. Ethnicity
1—American Indian or Alaskan native 2—Asian or Pacific Islander 3—Black 4—White 5—Other _____ (Specify) ☐	1—Male 2—Female ☐	1—Hispanic Origin 2—Not of Hispanic Origin ☐

3. **REPORTABLE DISABILITY:** A physical or mental disability is NOT determined by a person's ability to perform his or her work but by a disability, or a history of such disability, which is likely to cause the employee to experience difficulty in obtaining, maintaining or advancing in employment. This does not apply solely to an employee's current position, but applies to the total career life cycle of that employee. *(In the case of multiple disabilities, choose the code which describes the impairment that would most likely result in such difficulties.)* Do you have any physical disability?

If "Yes", enter 1
If "No", enter 2 ☐

4. If you have answered "yes" to question 3, or if you have other than a physical disability, please refer to the list of disability codes below. Select the appropriate code and enter here. ☐☐

5. GENERAL CODES	Code
I do not wish my disability status officially recorded outside my medical records	01
I have no disability of the type listed in the code below	04
SPEECH IMPAIRMENTS	13
HEARING IMPAIRMENTS	15
VISION IMPAIRMENTS	22
MISSING EXTREMITIES	32
NONPARALYTIC ORTHOPEDIC IMPAIRMENTS	44
PARTIAL PARALYSIS	61
COMPLETE PARALYSIS	70
OTHER IMPAIRMENTS	80

FINAL REMINDER:

1. Have you completed both copies of DS 5010?
2. Have you signed and dated a copy of SF 171?
3. Have you placed your name and social security number at the top of DS 5011 (Professional Evaluation) before distributing to supervisors?
4. Have you described your duties in detail on SF 171?
5. Have you included all application materials including official school transcripts?
6. If you have not complied with the above, your application will be returned for completion.

Date _____

This acknowledges receipt of your application by Department of Defense Dependents Schools. Upon receipt of all related materials (evaluations, transcripts, etc.), your application will be evaluated for employment. The tremendous volume of applications and inquiries by letter and telephone submitted to this office is such that it is impossible for us to keep you informed as to the status of your application. If selected you will be notified by special delivery letter.

Your interest in our program is appreciated.

DoD Dependents Schools
2461 Eisenhower Avenue
Alexandria, Virginia 22331-1100

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300

POSTAGE AND FEES PAID
DEPARTMENT OF DEFENSE
DOD 302

NAME _____
ADDRESS _____
CITY & STATE _____
ZIP CODE _____

58
59